Public libraries are **educational** institutions, cultural organizations, information resources, and community centers.

Bringing people and ideas together.

Public libraries exist for **every individual** in the community to use and serve people of all ages, regardless of race, sex, economic status, religion or citizenship.

Bringing people and ideas together.

Meet people's **diverse interests** and needs for information, knowledge, and recreation.

Bringing people and ideas together.

Promote reading and learning in our schools and community, **supplement the formal education system** and instill a love of reading in children.

Bringing people and ideas together.

Help people better themselves, find jobs, become entrepreneurs, learn skills, make financial decisions and lead healthy lives.

Bringing people and ideas together.

Provide **social** and learning opportunities.

Bringing people and ideas together.

Promote an educated and **informed public**, critical to the continued strength of democracy.

Reflect the **cultural life** of the community.

Bringing people and ideas together.

Provide to the community, **collections** which awaken its citizenry to the larger world beyond the community – giving free access to ideas and information beyond personal experience, to respected knowledge of the past and **visionary ideas** for the future.

Bringing people and ideas together.

Libraries are often referred to as the "people's university" – sponsoring **literacy** and citizenship programs and providing homework assistance to students of all ages.

Bringing people and ideas together.

Librarians are **information navigators** finding the right resource to answer users questions, whether those resources are in print, online, or in electronic format.

City of Hercules Library
Library Building Program 2002

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Executive Summary

The following building program is provided as Appendix 5: Library Building Program as required in Section 20440 (d) (4). In addition to the building program requirements, it includes summaries and excerpts from previous studies to provide background and an understanding of the project. The contents of the program are organized into 12 chapters, which are detailed in the table of contents. Some of the requirements noted in the Appendix 5 requirements may appear in several places, others such as Sections 4, 5, and 6 are organized into easily identifiable chapters.

In Chapter 2, the County Librarian acknowledges the participation of the many individuals who have brought the project this far. Chapter 3 contains the project overview and introduction including a summary, schedule, team members, a brief history of the progress of the project, and a description of the preliminary design process.

Chapter 4 contains a summary of the Community Needs Assessment. This chapter paints a picture of the specific community needs, and the community's vision for its library. It contains the profile of a city that is economically and ethnically mixed with residents that are well educated. It is a city with low unemployment and a low poverty rate. It is a city with good schools and a good per capita income. It is a city of library users – without a library.

Chapter 5, the Library Plan of Service, provides a picture of the library's mission and the programs it is planning as it looks toward its future. The new library for Hercules will provide school homework assistance; training in computer skills; multicultural programs, collections, events, and displays; and traditional programs and collections such a story times and picture book collections to instill a lifetime love of reading.

Chapter 6 translates the program requirements of the plan of service into specific spaces and space requirements. It looks at projections for collections and user spaces as preliminary program requirements were evolving. Chapter 6 provides a summary of the contents and an overview of the concepts of the building program. Chapter 7 contains a summary of the contents of the building program. This chapter also includes, in summary form, the occupancy by space information.

Chapter 8 contains the "General Requirements" for the facility which include the data requested in Section 3 of Appendix 5, with the exception of (a) occupancy, which is included in Chapter 7. Chapter 8 provides the functional, design, and efficiency requirements for the facility. It includes detailed requirements for acoustical control, power and data, finish materials, lighting, HVAC, and sustainable design.

Chapters 9 through 13 contain the necessary documentation and detail to move forward in the project. In Chapter 14 a detailed furniture and equipment cost summary is included as well as a preliminary project cost estimate.

This program represents the dreams, vision and hard work of many individuals. It contains the City of Hercules' expectations for its new library. The quantities and criteria are all clearly articulated. Having defined and described the program for this facility, we now leave it to the architects to make it memorable.

To share the enthusiasm the City has for a new library, one has only to visit the City website. Hercules has a library commission and active Friends of the Library. The Friends of the Library has nearly 150 members in anticipation of a new library and they have already begun raising the funds for the Opening Day Collection!

The following is from the Friends' website:

"The City has long acknowledged the importance of having a library in Hercules and is currently taking steps to meet that goal. In July of 1999 the City appointed a six member Library Commission to spearhead this project. The Library Commission meets on a monthly basis (September - July) and has to date:

assembled and interviewed focus groups
conducted surveys
taken public input
helped in the selection and approval of library consultant
reviewed and evaluated site options

With the passage of State Bond Act - Proposition 14 (March 2000), state funding is a few steps closer to reality. This will be a long but steady process. Proposition 14 progress can be viewed by visiting their web site. Click: HERE.

Working hand in hand with our Library Commission, the Contra Costa County Library system has been a loyal and steadfast ally. Realizing that every library starts with a first step - County Librarian Anne Cain and Deputy County Librarian Rose-Marie Kennedy have been a great source of information pertaining to the possibilities and realities with regard to the eventual inclusion of our library in the County Library system.

Knowing that every good library needs "helping hands" in the form of volunteers, even for a library that does not yet exist, The Friends of the Hercules Library group was born. Articles of Incorporation were filed November 2000 and the State Franchise Board and the IRS have granted us tax-exempt status.

The Friends of the Hercules Library is a community based group working to help realize the establishment of a library in the City of Hercules, largely through the distribution of information. Information will be in the form of a quarterly newsletter, continued Friends presence at city events, and helping further the aims of the Library Commission, and the County Library system in general.

At this time, the Friends of the Hercules Library's primary focus is to raise funds for the Opening Day Collection, books that will be on the library shelves the day the library opens."

The text on the cover of this program is the Contra Costa County Library Mission Statement.

Acknowledgements

The Hercules Public Library Building Program has been a collaborative project led by the able and skillful Library Consultant Linda Demmers. Direction for her work has been provided by City of Hercules Staff, City Council, Hercules Library Commission, County Library staff, West Contra Costa County Unified School District and the Friends of the Hercules Library.

City Manager, Mike Sakamoto, Assistant to the City Manager, Raj Pankhania and the Acting Recreation Manager, Marsha Reynolds have provided leadership and overview of the development of the Library Building Program. Hercules Library Commission members Jacquelyn Harbert, Barbara Rowl, Gloria Evans-Young, Laveeda Johnson, Faye Matlock, Garfield Byrd, Lucio Raymundo, Joanne Ward, Jorge Alfaro and Charles Madison spearheaded the needs assessment process which led to the development of the building program. They completed the site selection process which led to the selection of the library site and they have provided valuable insight into the development of the current building program.

County Librarian, Anne Cain, Deputy County Librarian, Rose-Marie Westberg and Public Services Librarian, Paula McGinnis, have provided technical expertise and general oversight of the development and refinement of a building program that will provide the City of Hercules with an up-to-date public library that will meet the needs of Hercules' residents for the next 20 years.

The West Contra Costa Unified School District under the leadership of Superintendent Gloria Johnston and Assistant Superintendent Susie VanDeVeer, have provided invaluable input into the development of the Homework/Computer Center which is a Joint Venture project between the school district, the City of Hercules and the County Library.

The Friends of the Hercules Library, under the leadership of Joy Shapiro and Brenda Hudson, has blossomed into a 145+ group of residents who are all strong advocates of a public library in Hercules and who have given input into all phases of the development of the building program.

Project Overview

The City of Hercules has not had a library in 32 years. In that period of time, the City grew from a population of 5,963 in 1980 to 19,488 in 2000 and is projected to grow to 25,500 by 2020. Rapid population growth translated into increased demand for local services including public library services. In the fall of 1999, the City renewed its library planning efforts with the appointment of the Hercules Library Commission.

This Community Needs Assessment, which is the basis for this building program as well as the Library Plan of Service, was the result of collaboration between the City of Hercules, the Hercules Library Commission and their partners in planning the Hercules Public Library, the Contra Costa County Library and the West Contra Costa Unified School District.

The concepts and visions of the Needs Assessment were translated into specific user spaces, collection display and storage, and back of house support space. At the end of the Needs Assessment process, the planning group approved the preliminary space needs requirement for a facility in the range of 19,000 to 20,000 square feet. During the detailed programming process, these numbers have been fine-tuned.

The Hercules Public Library Building Project Team is composed of specialists from a variety of fields, including librarianship, construction project management, architecture, interior design, engineering, public administration, planning and fund development. Professional librarians included: Anne Cain and Rose-Marie Westberg (from Contra Costa County Library), as well as independent library consultants Linda Demmers, Kristen Wick, and Sara Behrman. Tom Hedges, Gordon Johnson, and Ron Johnson of Critical Solutions, Inc provided crucial expertise in construction project management. Architects Frants Albert and Larry Mayers led the building's design process, as City of Hercules staff provided needed competence in public administration (Michael Sakamoto, Marsha Reynolds, Steve Lawton and Raj Pankhania), engineering (Erwin Blancaflor), and planning (Dennis Tagashira). The Hercules Library Commission and the Friends of the Hercules Library Board have assisted with the needs assessment and site selection and they have reviewed the plans throughout the building design process, offering valuable input and a community perspective.

The architectural design process was driven by the program, in concert with public input (as delineated in the Grant Application Section "Site Selection Summary" on page 15 of the application), and a reconciling of external, site planning and energy concerns with the internal concerns of the Program.

Initially, three basic planning scenarios were developed representing responses to the opportunities and constraints offered by the site. Following this, and still at a very early stage in the design process, all furniture, shelving, and equipment for each space, both

assignable and non-assignable as delineated in the Program and by Code requirements, were committed to a CAD drawing. Each space was grouped in a theoretical, yet realistic area, surrounded by an outline delineating the over-all area allowed in the Program. These were then printed on card stock, and the resultant "pieces of a puzzle" were manipulated into three conceptual floor plans, one for each of the identified planning scenarios. The various spaces were manipulated as necessary (still maintaining realistic layouts) to meet the adjacency requirements of the Program. Study of these plans led to a fourth plan, basically a synthesis of two of the earlier versions.

These four basic plans were submitted for public review and comment in the first fit community workshop, in which the overwhelming consensus was to proceed with the fourth scenario, and became the basis for all further design work.

During the design process, the Program was modified as new input from the County Library was given. These changes were incorporated into the plan as it developed. Additionally, adjustments were made in the Program based on input from the Architects, in response to concerns ranging from accessibility and other code requirements to energy design, public comments and architectural considerations. Thus, in the end, programming and design became and integral process in which the written program and the three-dimensional design reflect one another as alternate expressions of the same vision.

Project Timeline:

Planning and Land Use Permits Obtained	5/14/02
Site Acquired	5/14/02
Schematic Plans Completion	1/28/03
Design Development Plans Completion	4/28/03
Working Drawings Completion	8/29/03
Construction Documents Completion	9/15/03
Project Advertised for Bids	12/22/03
Start of Construction	2/19/04
Estimated Mid-Point of Construction	8/31/04
Completion of Construction	3/14/05
Opening of Public Library	4/14/05
Final Fiscal and Program Compliance Review	6/13/05

A preliminary project budget is included at the end this document. This budget is not meant to substitute for a professional cost estimate, but is provided as an overview of the project and associated costs.

Community Needs Assessment Summary

The City of Hercules needs a public library. It is the only city in Contra Costa County and the second largest city in California without a public library within the city limits. The City has not had a library in 32 years. In that period of time, the City grew from a population of 5,963 in 1980 to 19,488 in 2000 and is projected to grow to 25,500 by 2020. Rapid population growth translated into increased demand for local services including public library services. In the fall of 1999, the City renewed its library planning efforts with the appointment of the Hercules Library Commission.

This Community Library Needs Assessment is the result of collaboration between the City of Hercules, the Hercules Library Commission and their partners in planning the Hercules Public Library, the Contra Costa County Library and the West Contra Costa Unified School District.

Community Characteristics:

The City of Hercules offers many attractions including the City's many parks and its recreation program, attractive family-oriented neighborhoods, and a semi-rural suburban atmosphere. Housing stock is relatively new and affordable with the median cost of a family residence or condominium in Hercules at $258,000 compared to the median cost for the San Francisco Bay Area as a whole at $381,000. Elementary schools in Hercules operated by the West Contra Costa Unified School District perform well with Academic Performance Index scores ranging from 743 to 799 or close to the State target of 800.

The population is racially and ethnically diverse with no one racial or ethnic group in a majority. The community is relatively young with 84% of the population under 55 years of age. Over a quarter of the population is under the age of 19 and 41.7% of Hercules households include children under the age of 18.

Hercules residents are well educated, 90.5% of the population over 25 years have completed high school or a higher level of education and 35.9% have a bachelor's degree or higher level of education. Nearly 40% are employed in management, professional, and related occupations and most must leave the community daily to commute to jobs in other parts of Contra Costa County or in other San Francisco Bay Area counties. The community is relatively affluent. According to the 2000 U.S. Census, the 1999 median household income in Hercules was $75,196, the median family income was $82,214 and the per capita income was $27,699. Both the poverty rate at 3.2% and the unemployment rate at 3.9% are significantly lower in Hercules than they are for the state as a whole.

Hercules' residents are sophisticated consumers of information and avid library users. In a community-wide telephone survey in January 2001, 94% of respondents reported having access to the Internet at home. Over 1/3 of the population or 6,787 residents have Contra Costa County Library cards and Hercules' residents account for nearly 1/3 of the total

circulation from the Contra Costa County Library branch located in the neighboring community of Pinole.

Community Library Service Needs:
Residents of all ages, City leaders, staff of the City of Hercules, staff and students of the West Contra Costa Unified School District, representatives of Hercules' many community organizations, members of the Hercules business community and representatives of the disabled have all had an opportunity to participate in the library planning process. In focus group sessions, key informant interviews and in discussions at Hercules Library Commission meetings a number of critical library service needs emerged. Needs include:
- increased educational support for kindergarten through high school students,
- improved access to intellectual and cultural activities for residents of all ages,
- increased access to recreational reading, viewing and listening materials,
- expanded local resources for preschool children, their parents and caregivers,
- expanded recreational programs for families,
- better local access to information resources both print and electronic,
- improved local information resources and programs for the business community,
- direct delivery of library resources and services to the homebound and disabled,
- services and resources to foster intercultural understanding and cooperation,
- resources and services to support both bilingual and English language development,
- expanded opportunities for lifelong learning including information literacy,
- recognition of, respect for and preservation of Hercules' history,
- additional meeting space for community organizations,
- space for teens to socialize,
- space for seniors to socialize, *and*
- a place to create a sense of community identity.

School/Library Joint Venture Project:
A partnership between the Contra Costa County Library and the West Contra Costa Unified School District evolves naturally from the community library needs assessment. Participants in focus groups sessions and key informant interviews identified the need for a program to support elementary through high school students. They described the negative impact the lack of a public library and of adequate school libraries has on students in Hercules. Students need after school assistance with homework, assistance in developing effective research skills, help building English language proficiency, and one-on-one tutoring in math, reading and science. Secondary school students making the transition from school to college or career need resources for college and career exploration and academic and vocational test preparation materials as well as practice in test taking. Elementary and secondary school students and their parents all need instruction in making effective use of the Library's online public access catalog, of its electronic resources and services, and of the Internet.

Conclusion: There is community consensus that the City of Hercules is in great need of a public library. Residents see the library as essential to their goal of creating a community "with a wide range of choices, services and amenities." They cannot imagine achieving a complete sense of community identity without a local public library.

Library Plan of Service Summary

There is no public library in the City of Hercules at present. When the Hercules Public Library is built, Contra Costa County Library will operate it. As a branch of the Contra Costa County Library, the Hercules Public Library will share the mission and goals of the County Library. The *Library Plan of Service, Hercules Public Library,* integrates County Library goals, local objectives and information gathered from the Community Library Needs Assessment.

The *Library Plan of Service, Hercules Public Library* integrates technology to address a variety of community needs and to expand the scope and depth of resources that will be available in the Library. It also uses technology to extend access to Library resources and services beyond the walls of the Library so that they will be available after Library hours and to residents unable to visit the Library. When the Hercules Public Library opens Hercules residents will have local access not only to a collection of print and audiovisual materials, but also access to the full array of electronic resources and services offered online by the Contra Costa County Library through its Home Page. Hercules residents will find the value of these services and resources enhanced by the instruction and guidance in using these resources and services available at the Hercules Public Library.

Major services outlined in the *Plan* address library service needs identified in the Community Library Needs Assessment. The *Plan* employs service indicators to assess the success of the Library in meeting service needs.

Library services for preschool children address the need for additional local resources for these children, their parents and their caregivers. Services include age-appropriate story hours, visits from Library staff to preschools and day care centers, instruction for parents and caregivers in selecting library materials for preschool children, instruction for parents and caregivers in introducing preschool children to books and reading, and orientations to the library for preschool teachers, day care center staff and childcare providers.

The Library will cooperate with the City of Hercules and the West Contra Costa Unified School District in operating a Computer/Homework Center in the Library. The services and resources to be offered in the Center rely heavily on new technology and electronic resources. The Center will provide elementary and secondary school students with access to the County Library's online public access catalog, electronic databases, the Internet and to print and electronic bibliographies and pathfinders related to specific assignments. The Center will provide instruction for students and their parents in making the most effective use of print and online resources. Volunteers will provide one-on-one tutoring in the Center and students will have access to interactive online homework help as well. The Library will provide reference and information services to students in person, over the phone, via email, and through interactive online services.

To serve the information, research and lifelong learning needs of adults, the Library will provide adults with reference and information services in person, over the phone, via email, and through interactive online services. The Library in collaboration with the Hercules Chamber of Commerce will augment these services with programs that target the information needs of the business community. The Library will meet the lifelong learning needs of seniors and other adults in the community in collaboration with the City of Hercules Recreation and Community Services Department and the staff of West Contra Costa Adult Education by providing services such as classes on new information technologies. The Library will also offer individuals and community groups orientation to and instruction in navigating the County Library's Web site and electronic resources. To provide access to Library resources and services to those unable to visit the Library, Library staff will work with staff of the Hercules Senior Center and of residential care facilities to design and implement direct delivery of library services and resources to the homebound and to residents of care facilities.

To meet the cultural and recreational needs of Hercules' residents of all ages, the Library will collaborate with the staff of the City's Recreation and Community Services Department on planning and offering programs for children and their families in the evenings and on the weekends at the Library. The Library will enlist the assistance of staff in the City's Recreation and Community Services Department who work with teens and staff of the new Hercules Middle/High School in identifying potential members for a teen advisory council to assist the Library in planning services and programs for teens. The Library will promote recreational reading through participation in the County Library's Summer Reading program for children and its fall Teen Reading Program, and through the sponsorship of adult book discussion groups in the Library.

The Library will enlist the assistance of community organizations in developing and offering exhibits, programs and services for residents of all ages. For example, community ethnic and cultural organizations will help the Library plan programs that celebrate the different cultures represented in the local population such as bilingual story hours and will help organize and promote conversation groups in the Library for adult English language learners. The Library will also collaborate with the Hercules Historical Society on programs to increase awareness of and appreciation for local history.

The Library will work with the City, other public agencies, local businesses, and community organizations to develop electronic links to community and government information, to identify and collect local government documents and publications on local history, and to promote the Library's role as a community information center.

The print and audiovisual collections of the Hercules Public Library, a well-trained staff, and access to Contra Costa County Library's electronic resources will support library services. The Hercules Public Library staff will work with City staff, the Hercules Library Commission, the Friends of the Library and other community organizations to initiate a high quality volunteer program. Volunteers will help plan, support, and extend library services.

Space Needs Analysis

The Space Needs identified in the Community Needs Assessment are many. For a City with no public library facility the list is long. The basic library facility elements of a collection, reader space, program space, and support space are all included. Data gathered during the Needs Assessment process indicated that residents of Hercules are library users. Over 86% of survey respondents noted that they had visited a public library within the year and over 60% currently hold library cards. Since Hercules residents are high users of nearby Contra Costa County Branches, it is assumed that the Hercules Library and its collections and services will be heavily used.

The following were identified as specific needs during the Needs Assessment Process:

♦   Collections

♦   Audio-book collections for commuters

♦   Children's materials

♦   Multicultural collections

♦   Community gathering place

♦   Meeting spaces

♦   Cultural exhibits

♦   Comfortable and quiet reading areas

♦   Group study rooms

♦   Adequate space to house excellent volunteer programs

♦   Program to help elementary through high school students with homework

Collections

The need for collections, particularly for a city having no library, was strongly voiced during the Needs Assessment process. From the community process, particular note was taken of the need for multimedia collections, audio books for the commuters, International Language materials that reflect the multi-ethnic population, children's collections, and reference and research collections, in addition to basic popular reading materials and sources of current accurate information. Focus groups noted the need for collections that promote cultural understanding and interracial cooperation.

The facility is planned to house a print collection of 75,000 volumes with focus on the above areas. This would provide the Hercules Library with holdings of 2.9 volumes per capita when the population reaches the estimated 25,500 residents in the year 2020. While this total collection size is low compared to older independent municipal libraries serving similar sized cities such as South Pasadena, Coronado and Los Gatos, it is similar to other newer library jurisdictions such as Calabasas and Benicia. If an opening collection of 40,000 to 50,000 volumes can be acquired, and with a capacity of 75,000 volumes, the collection will be substantial for a county branch library, and will provide space for many years growth.

Community Gathering Place

The Community Needs Assessment identified the need for a space for community programs and cultural events since participants shared a strong vision of the Library as a community cultural center. In addition to this was the request for exhibit space to host cultural exhibits, again to promote cultural understanding and interracial cooperation, as noted above under collections. Focus group members generously volunteered to loan cultural and historical artifacts to the library, to donate Chinese and Tagalog language materials, and provide ethnic storytellers.

Identified spaces included a medium sized Community Meeting Room, a lobby which can serve as an informal gathering space, a bookstore that can also accommodate a café, a small public use conference room, large open informal reading areas with comfortable lounge seating, and a special program area for children's programs.

The need for general meeting spaces was identified and other requests for specific spaces identified small group rooms for student projects, small meetings, and literacy tutoring.

Reader Space

The need for varied reader seats including "comfortable, quiet reading areas, group study rooms, spaces for socializing" was identified in the Needs Assessment. Using rough planning guidelines of 4 reader seats per 1,000 residents, the estimated number of reader seats would be 102 when the population reaches 25,500. Using the guideline of 5 reader seats per 1,000 residents, the requirement would be 100 in 2002 and 127 when the population reaches 25,500. Libraries serving similar sized cities have relaxed the 5 per 1,000 requirement in the recent past and moved toward a guideline of allocating between 20 and 25% of the library's space to reader seats (excluding technology workstations.) This ratio appears to provide a comfortable balance of seats to collections. At approximately 120 reader seats, the Hercules Library will be nearly 22% reader space.

Volunteer Space

The response to requests for volunteers during the Needs Assessment Phase was overwhelming. In addition to the offers of collections and artifacts noted above, the newly formed Friends of the Library had a remarkable 145 members by February 2002. (An amazing accomplishment for a city with no library!) In response to this pool of resources, a Friends' Bookstore and café are included, as well as workstations specifically designated for volunteers, in the Staff Workroom.

School Program Space

Through the many meetings during the Needs Assessment, the need for a Homework/Computer Center was identified. This center will make print and software collections available in a space that will hold 21 technology workstations. The space was envisioned to double as a computer lab/training room with an instructor's station and presentation capability. It would be accessible from a lobby for use when the library is not open.

Staff and Support Space

Based on projected operating costs and the plan of service, the number of service desks and staff required was planned to maximize staff efficiency. Two services desks, one for circulation and one for information services, will provide service to both adults and children. These two desks will accommodate up to three staff members at the Circulation Desk and three at Information Services. With only two desks to staff, the minimal staffing requirements to operate the building during non-peak hours could be relatively low. A private office will be required for the Branch Manager and a shared staff workroom will house all clerical, professional and volunteer workstations, providing flexible space, efficiently located adjacent to the Circulation Desk. Additional support spaces include a copy center, library storage space, and a staff lounge.

Total Space Requirements

Based on these requirements, and the additional non-assignable space required, a quick space needs analysis would indicate an estimated space requirement of approximately 19,900 square feet of library space. This would provide .70 square feet per capita when Hercules is "built out" at 28,000 residents, a building that the City could comfortably grow into.

The total square footage was derived using standard planning guidelines, which would later be tested during the programming phase. The rough estimate above, which is based on the following formulae, is further developed during the more precise programming phase, and the space planning standards utilized during the programming are described in Chapter 8, *General Requirements and Space Planning Standards*. Space planning standards for collections, including volumes per linear foot and square foot requirements for shelving units, are detailed in Chapter 9, *The Library Collections,* on pages 9-5 to 9-8.

Space planning guidelines	
Reader Seats	Average 27.5 each (adult & children), or roughly 20 % of the total space
Periodicals, current	1 square foot each
Technology Workstations	36 square feet each
Print volumes	Average 18 volumes per square foot (Adult & Children's averaged)
Audio-visual materials	Average 30 per square foot with focus on smaller formats (DVD & CD)
Public Meeting Rooms	14 square feet per seat
Conference Rooms	20 to 25 square feet per seat
Staff Space	Roughly 15 to 20% of total space including service desks
Friends Bookstore	500 square feet, based on survey of similar sized programs

Table 6.1: Space Planning Guidelines

	Units	Estimated Assignable Sq. Ft.	Comment
Reader Seats	110	3,025	4 per 1,000
Volumes	75,000	4,200	2.9 per capita
Periodicals	126	126	
Multimedia	12,000	400	
Community Room		900	60 adults or 100 children
Story Area		300	30 children
Small Group Rooms	10	300	2 small rooms
Conference Room		350	
Staff and Public Service Areas		3,000	15 to 20% of total space
Friends' Bookstore		500	
Technology Stations	34	1,225	
Homework Center	21	750	Includes technology
		15,076	
Non-Assignable		4,900	25% Allowance
Total Space Requirement		19,976	

Table 6.2: Assignable Square Footage Requirements

The non-assignable allowance of 25% of gross square footage is a standard allowance for a single story facility with few individual built rooms. This allowance will provide space for a building which is functional and meets accessibility requirements, does not include many corridors or lobbies, and is comfortably full, not spacious.

Another way of looking at the space allocation is provided in Chapter 10, *Allocation of Space by Supercategory*. This method takes all inventory items, regardless of location, and combines them into six broad use categories. This analysis provides the profile of a building with heavy emphasis on public areas and technology, and, typical of a branch library, light on back-of-house space.

Space Needs Assessment

This section is provided in response to the data requirements of Section 20440: Appendix 3: Section 9: Space Needs Assessment of the Title 5 Library Bond Act Regulations. The space planning guidelines used for the final building program space calculations are described in detail in Chapter 8: *General Requirements and Space Planning Standards*.

Space Needs Assessment

Provide a list of the assignable square footage allocations needed for the proposed project and an analysis of how they were determined for the following categories.

a. Library Collections

(1) There are no current collections of the City of Hercules Library. The capacity of the proposed new library is 75,000 volumes.

(2) The proposed collection size represents approximately 3 volumes per capita when the City reaches 25,000 residents. The rationale for the total collection and the specific collection sizes are based on the Library Plan of Service and data presented in the *Community Needs Assessment.*

(3) The detailed information on the collections by category, subcategory, and volume count is included in Chapter 9: *The Library Collections*.

(4) Specific information on shelving type, space required per shelving unit and volumes per linear foot is included in Chapter 9.2: *Shelving the Library's Collections*.

b. Readers' Seats

(1) The number and type of reader seats is included in Chapter 7: *Building Program Summary* in Table III: *Occupancy for each Library Space*. It is also further described on page 7-2 of Chapter 7 in the section, *Collections and Seating*. A detailed list of all types of reader seats in included in Chapter 10.2.2: *The Library Supercategories: Reader Seats*.

(2) The proposed number of reader stations represents a standard of nearly 5 reader seats per 1,000 residents when the population reaches 25,000. The type and location of seat is based on the findings of the Community Needs Assessment and the Library Plan of Service.

(3) The space allocation for Readers' Seats on an individual basis is provided in Chapter 13: *Net Square Foot Summary for Furniture and Equipment and Shelving*. This space allocation is then included into the total assignable square footage, which is then increased by a circulation allowance of 25% for the total square footage required.

c. Technology

(1) The technology requirements are described in the Technology Plan, which is part of the Library Plan of Service. These specific requirements were then incorporated into the final building program document. A full list of technology equipment in the program is available in Chapter 10.2.6: *The Library Supercategories: Technology*.

(2) The space allocation for Technology items on an individual basis is provided in Chapter 13: *Net Square Foot Summary for Furniture and Equipment and Shelving*. This space allocation is then included in the total assignable square footage, which is then increased by a circulation allowance of 25% for the total square footage required.

d. Staff Offices and Workstations

(1) The projected staffing plan and organization is described in the *Library Plan of Service*.

(2) The projected number of workstations in the building program is consistent with those in the Plan of Service Implementation Plan and provides sufficient individual offices and workroom workstations for a staff of 11 full time equivalent library employees with additional task oriented shared workstations. These numbers are consistent with the number of f.t.e. staff in similar sized branch libraries in California.

(3) The individual staff workstation requirements are both described and illustrated in Chapter 8: *General Requirements and Space Planning Standards* on Pages 8-15 through 8-18. Specific square footage allocations for all furniture and equipment relating to staff space is included in

Chapter 13: *Net Square Foot Summary for Furniture and Equipment and Shelving* and again in Chapter 10.2.5: *The Library Supercategories: Staff Workspace.*

e. Meeting Rooms

(1) The large meeting room for the City of Hercules Library is a Meeting Room which will serve the programs that were defined during the Needs Assessment process. The room will accommodate 60 adults in chairs or 100 children on cushions on the floor for program, performance, and events. Other individual study rooms will be available for use by small groups, and a medium sized public conference room will be available for use by public and city organizations.

Meeting Room	1000	100 children or 60 adults
Study Room	180	6 meeting seats
Study Room	160	4 meeting seats
Public Conference Room	300	16 meeting seats

Table 6.3: Meeting Room Seat Summary

(2) The specific meeting room square footage allocation is derived from the combination of the space required for meeting room seats and any supporting furniture and equipment required; e.g., food service counter, credenza, presentation centers, lecterns, etc. The square footage allocation per seat in the Multipurpose Room is based on 100 children requiring 7 square feet per child for a floor cushion; or for 60 adults in stacking chairs requiring 14 square feet per chair. The square footage per seat in the Study Rooms is based on 36 to 40 square feet per seat based on the size of the table. Specific square footage allocations for all furniture and equipment relating to meeting room space is included in Chapter 13: *Net Sq. Ft. Summary for Furniture and Equipment and Shelving* and again in Chapter 10.2.1: *The Library Supercategories: Meeting Room Seats.*

f. Special Purpose: Miscellaneous Space Needs

(1) The miscellaneous space needs that have been identified include the Friends of the Library Bookstore and Workroom as well as support areas for the efficient operation of a public library. Some of these spaces include staff entrance, staff lounge, storage, shipping and receiving area, custodial closets, display areas, and a copy center. In addition to these support spaces are the spaces required for housing collections and materials that are not housed on shelving units. These include file cabinets, flat files, dictionary stands, atlas stands, and display cases. These items are all identified in Chapter 10.2.4. *The Library Supercategories: Special Purpose Items* and specific square footage allocations for all furniture and equipment relating to special purpose space is included in Chapter 13: *Net Sq. Ft. Summary for F & E and Shelving.*

g. Non-Assignable Space

(1) The non-assignable space allowance is calculated at 25% of the total space, which is a standard net to gross space allowance for a single story public library facility. It will provide for a building, which is functional, efficient to operate, and meets accessibility requirements, but is not spacious. The total non-assignable square footage requirement is 4,956 square feet. This space will include all rest rooms, corridors, lobbies, custodial closets, mechanical rooms, electrical and telecommunications closets, shafts, ducts, and the thickness of walls.

Table 6.4: Library Square Foot Requirements

LIBRARY DIVISION Space Name	Space Sq. Ft.	DIVISION Sq. Ft.
BROWSING		<u>482</u>
Browsing Area	482	
CHILDREN'S LIBRARY		<u>3,180</u>
Children's Collection & Seating	1,924	
Children's Program Area	300	
Children's Reference & Technology Area	765	
Children's Rest Room	N/A	
Children's Storage & Supply Room	191	
CIRCULATION SERVICES		<u>3,009</u>
Book Return Room	40	
Branch Manager's Office	199	
Circulation Desk	531	
Computer/Telecommunications Room	127	
Copy Center	184	
Custodial Sink & Storage Room	108	
General Library Storage Room	164	
Mechanical Equipment Room	N/A	
Shipping & Receiving	148	
Staff Entrance & Lobby	N/A	
Staff Lounge	350	
Staff Rest Rooms	N/A	
Staff Workroom	1,158	
FICTION COLLECTION		<u>1,052</u>
Fiction Collection & Seating	1,052	
HOMEWORK CENTER		<u>724</u>
Homework Center	724	
INTERNATIONAL LANGUAGES		<u>68</u>
International Languages Collections	68	
LIBRARY ENTRANCE		<u>526</u>
Friends' Bookstore and Café	526	
Public Entrance & Lobby	N/A	
Public Rest Rooms	N/A	

NON-FICTION COLLECTION 994

Non-Fiction Collection & Seating 994

PERIODICALS COLLECTION 817

Current Magazine & Newspaper Display & Seating 817

PUBLIC MEETING ROOMS 1,486

AV, Chair & Table Storage Room 140
Custodial Sink & Supply Closet N/A
Kitchenette 74
Meeting Room 975
Public Conference Room 297

REFERENCE SERVICES 1,896

Information Services Station 406
On-line Public Access Catalog (OPAC) 180
Reference Collection & Seating 977
Study/Tutoring Room A 179
Study/Tutoring Room B 154

YOUNG ADULT SERVICES 633

Young Adult Collection & Seating 633

Net Assignable Square Footage: 14,867

Non-Assignable Square Footage (@ 25 of Gross): 4,956

Gross Square Footage: 19,823

Building Program Summary

The Building program for the City of Hercules Branch Library builds on the concepts and preliminary recommendations from the Needs Assessment, which were further developed in the Library Plan of Service and the Space Needs Summary.

The goals of the library program are to:

♦ Provide a community gathering space
♦ Provide a community information center
♦ Provide space for collections to meet the variety of educational, recreational, and cultural information needs of the community
♦ Provide space for materials and services to support lifelong learning and individual information needs
♦ Provide children and young adults with a wide range of high quality services
♦ Provide space to partner with the West Contra Costa Unified School District and John Sweet Unified School District
♦ Provide space in support of the a high quality volunteer program

The following building program for the City of Hercules Branch Library of the Contra Costa County Library provides the documentation for a public library of approximately 19,800 square feet. The total gross space allocation is derived by including a 25% non-assignable space allowance. This space will include lobbies, hallways, thickness of walls, telecommunications and electrical closets, and rest rooms. Utilizing this 25% allowance to reach the gross square footage requirements will provide a building, which is efficiently organized, meets functional and accessibility requirements, but is not overly generous.

For the purposes of the building program, the library space is divided into 12 Divisions, which represent administrative units or physical units, which require that each space within the Division maintain proximity to other spaces within the Division. Detailed information is provided on each space including furniture, equipment and shelving requirements and functional details in Chapter 12, *Facility Space Requirements*. This building program summary provides a brief overview of the content of the spaces, collections and reader stations.

Collections and Seating

The Divisions include eight collections and seating areas, representing areas to house physical collections and various reader stations and technology stations. The eight collections areas are: Browsing, Children's, Fiction, Non-Fiction, Periodicals, Young Adult, Reference, and International Languages.

The Fiction, Non-Fiction, and International Languages Collection and Seating Areas will include circulating collections and reader seats. The Periodicals Collection and Seating Area will house the current issues of periodicals and a modest collection of back issues in a comfortable area with lounge seating. The Young Adult Area will house specific young adult collections, reader and lounge seats, study areas, and technology workstations.

The Browsing Area includes both new books and topical displays in a retail like setting in addition to the library's audio-visual collections for adults. A separate area for Children's Services will house children's print and multi-media collections, reader seats, technology workstations, and a children's program area. The Reference Services Area includes a shared Information Services Desk as well as reference print materials, OPAC's, technology workstations, and two small group study rooms.

Within these eight divisions, the building will contain shelving for a collection of at least 75,000 print volumes with approximately 41,000 volumes in adult materials and 34,000 volumes in the children's collection. The combined adult and children's reference collections will total approximately 2,100 print volumes. In addition to print volumes, the Hercules Library will hold nearly 12,000 media items with 75% of these in the adult collection.

Following the Contra Costa County Library Collection Development Plan which states that "the primary, but not singular role of branch collections is to provide current, high-demand and high-interest materials in a variety of formats for all ages" and "may develop specific aspects of their collections to meet unique, clearly defined local needs," the collections will be acquired specifically for this branch and reflect the findings of the community needs assessment.

The collection will contain a high percentage of audio book CDs and audio book cassettes for the commuting population; an international languages collection to reflect the ethnic diversity of the population; and will be heavily weighted toward children with 45% of the holdings in the Children's Library.

In all cases, the shelving is calculated to recognize that some items will be in circulation, and at 75,000 volumes, the shelving will be approximately 75% full allowing the extra shelf space required for a working collection. The stack aisles will meet accessibility requirements as outlined in the General Requirements section of this program document.

Shelving for approximately 126 current periodical subscriptions and a modest (three double faced sections) collection of back periodical issues is included. Since the library will open with no back issues, and it is unlikely the format will be heavily collected, these three sections may prove to be surplus or growth space for an adjacent collection. The current periodicals will be displayed on sloped shelving units that meet disabled accessibility requirements.

The collection and seating Areas include 37 reader seats in the Children's Library and 84 adult/young reader seats, with 16 of these reader seats in the Young Adult area for a total of

121 reader seats. This total includes 32 lounge seats and a variety of table seats in the children's and adult areas as well as ten seats in the group study rooms in the Reference Services Area. In addition to the reader seats, the building features 55 public technology workstations. Twenty-one of these are in the Homework Center and can be configured as a computer training lab when needed. Five accessible technology workstations and two accessible reader tables (manual adjustable) are included. Meeting spaces are available in the Friends of the Library Bookstore, the Lobby, as well as in the Public Meeting Room Division noted below.

The four other Divisions are the Homework Center Division, Circulation Services Division, the Public Meeting Room Division, and the Library Entrance Division.

Support Spaces

The Circulation Services Division utilizes approximately 20% of the total library space. This Division includes all office and workroom spaces, a major public service desk, and building support spaces such as the computer systems room, shipping and receiving room, staff lounge, copy center, book return room, library storage, and custodial space. The Staff Workroom, which is located in the Circulation Services Division includes 11 staff and volunteer workstations, as yet to be assigned, and an additional five task workstations at work counters.

The library will contain two public service desks. The main Circulation Desk will serve both children's and adult services and includes three checkout stations and two self-checkout counters. The Information Services Station will also serve both children's and adult services and includes three service points and guest chairs for library patrons. The library program has been organized spatially for the entire space to be supervised from these two locations. An additional potential public service desk, currently seen as an instructor's station for training sessions, is located in the Homework Center.

Auxiliary Spaces

The other three Divisions, Homework Center Division, Library Entrance Division and Public Meeting Rooms Division, provide space for auxiliary services including the Community Meeting Room, Public Conference room, kitchenette, audio-visual storage, the lobby, and the Friends' of the Library Bookstore. These spaces are intended to be located outside of the library's control gates in order for them to be open when the library itself is closed.

The Community Meeting Room includes space for at least 60 adults in chairs or 100 children on cushions and the Public Conference Room will accommodate 8 to 10 at a conference table comfortably with room for an additional six chairs on the perimeter. Both meeting rooms are planned with full multimedia projection and teleconference capability. The bookstore is

planned to include café seating in addition to the book sale collections with the possibility of expanding to a modest food and drink service in the future.

Reader Seats	121
Technology Stations	55
Volumes	75,000
Multimedia Units	12,000
Periodical Subscriptions	126
Public Service Desks	2
Public Service Workstations	6
Staff workstations	11
Meeting Room Seats	112
Individual Offices	1

Table 7.1: Program Summary

Table 7.2 below provides an overview of the distribution of the program spaces by use. Reader Seats, Meeting Room Seats, and Technology utilize 46% of the available space. This is consistent with most large branch libraries, and the technology allocation is slightly higher than many small branch libraries. The number of user stations and collections housed has met the goals of the Needs Assessment and Space Needs Summary within the projected size of the facility.

Reader Seats	21%
Technology	15%
Shelving	25%
Staff Workspace	15%
Meeting Rooms	10%
Special Purpose	13%

Table 7.2: Program Summary by Use Category

Program Document

Typically a building program summary would include comparative data on collection growth, increase in number of reader seats, improved staff workrooms and public service

desks, but in this case, since there is no existing facility, the entire program is net additional space.

The subsequent sections of this building program include specific functional criteria, (Chapter 8: *General Requirements for the Facility and Space Planning Standards*; and Chapter 12: *Facility Space Requirements)* on what is required for the building to function. These criteria include acoustics, space finishes, lighting, windows, HVAC, signage, security, telecommunications, disabled access, as well as detailed lists of furniture and equipment required.   Without these qualitative criteria being met, the spaces cannot properly serve the library's program goals.

A preliminary project budget is included in the Chapter 14. This project budget is not meant to serve as a construction cost estimate, but provides a target for the City and County, including additional costs including public art and the acquisition of the new collections.

Table 7.3: Occupancy for each Library Space

BROWSING
    Browsing Area
        READER SEATS: 4

CHILDREN'S LIBRARY
    Children's Collection & Seating
        CHILDREN'S READER SEATS: 28
    Children's Program Area
        CHILDREN'S MEETING ROOM SEATS: 30
    Children's Reference & Technology Area
        CHILDREN'S READER SEATS: 9
        CHILDREN'S TECHNOLOGY WORKSTATIONS: 10

CIRCULATION SERVICES
    Branch Manager's Office
        STAFF OFFICE WORKSTATIONS: 1
    Circulation Desk
        PUBLIC SERVICE DESK WORKSTATIONS: 3
        TECHNOLOGY WORKSTATIONS: 2
    Shipping & Receiving
        STAFF WORKSTATION: 1
    Staff Workroom
        STAFF WORKROOM WORKSTATIONS: 11
        WORK COUNTER WORKSTATIONS: 4

FICTION COLLECTION
    Fiction Collection & Seating
        READER SEATS: 18

HOMEWORK CENTER
    Homework Center
        TECHNOLOGY WORKSTATIONS: 21
        INSTRUCTOR'S STATION: 1

LIBRARY ENTRANCE
    Friends' Bookstore and Café
        MEETING ROOM SEATS: 8

NON-FICTION COLLECTION
    Non-Fiction Collection & Seating
        READER SEATS: 8
PERIODICALS COLLECTION
    Current Magazine & Newspaper Display & Seating
        READER SEATS: 15

PUBLIC MEETING ROOMS
    Meeting Room
        MEETING ROOM SEATS: 60
    Public Conference Room
        MEETING ROOM SEATS: 14

REFERENCE SERVICES
    Information Services Station
        PUBLIC SERVICE DESK STATIONS: 3
        READER'S SEATS: 2
    On-line Public Access Catalog (OPAC)
        TECHNOLOGY WORKSTATIONS: 6
    Reference Collection & Seating
        READER SEATS: 13
        TECHNOLOGY WORKSTATIONS: 12
    Study/Tutoring Room A
        READER SEATS: 6
    Study/Tutoring Room B
        READER SEATS: 4

YOUNG ADULT SERVICES
    Young Adult Collection & Seating
        READER SEATS: 16
        TECHNOLOGY WORKSTATIONS: 4

General Requirements and Space Planning Standards

The following section of the building program provides guidelines and criteria for the physical design of the facility as well as specific accessibility requirements; staff efficiency; energy efficiency recommendations; space-planning standards utilized; and detailed information on furniture, finish, and fixture requirements. These are standards that have been developed by the Contra Costa County Library; guidelines that have been provided by the library planning consultant; and reiterations of accessibility and Title 24 requirements as applicable to the library project.

I. Site

General requirements for the site include the following:

- Pay telephones (one of which is disabled accessible)
- Large sign noting the Library's location
- Exterior lighting on timer or photo sensors
- Exterior free standing book return at nearest vehicular access point, flat path with no incline for staff to push book trucks to empty bins
- Bicycle racks
- Trash and smoking materials receptacles near, but not too near, the front entrance
- Parking spaces for service and delivery vehicles
- Loading and receiving zoned space
- Disabled accessible spaces
- Provision for trash pick up and storage and dumpsters

Site Accessibility

An accessible route to the facility must be provided including access to transportation, parking, sidewalks and buildings. The width of the access route is to be a minimum of 36" with all necessary turning and passing spaces (60" x 60") at obstructions, but at no less than every 200'.

The route cannot have level changes without accessible ramping. (See below) The ground surface must be firm, stable, and slip resistant. Detectable warnings are required for any hazardous vehicular areas, water features such as reflecting pools, sculptures, bicycle racks or monumental signs. Any gratings must have spaces a maximum of 1/2" wide with the long dimension perpendicular to the direction of travel.

Transportation Accessibility

The parking requirement is a minimum of one accessible space for every 25 parking spaces with no less than one space. Accessible parking spaces must be at least 8' wide served by an accessible aisle at least 5' wide for a total of 13' wide. Accessible parking must be the shortest route to accessible entrances and the access aisles must be part of accessible route to the entrance of the Library.

Accessible and van parking must be clearly marked with a sign displaying the International Symbol of Accessibility, wheelchair symbol, in white on a blue background and must be located where it can not be obscured by a parked vehicle or other object.

Hardscape

Curb ramps are required where an accessible route comes to a curb and must be located where a parked vehicle cannot obstruct them. The maximum ramp length is 30'. The maximum ramp slope is 1-foot rise per 12 feet of length. Build up can be a maximum of 36". It must be slip resistant and cannot project into traffic lane. Curb ramp sides can be a maximum of 1:10, 1:12 if 48" at top of ramp. Detectable warnings are required for full length and width of ramp.

Ramp must be fully contained when in a marked crossing area. Islands must be level with the street or curb ramps with a minimum of 48" of level ground between.

II. Entrance

Hours and days of operation for the Hercules Library should be posted at the entrance to the library lobby; and the exterior lobby, visible from outside when the building is closed. Entrances to library services specific requires minimum 90" opening for inventory security system. System gates must be a minimum of three feet from any metal surface and a minimum of eight from any electronic workstation to prevent interference or malfunction of the unit.

The main entrance should open into a lobby that serves the Community Meeting Room, Public Conference Room, Friends' of the Library Bookstore and Café and public rest rooms and meet the following general requirements:

- Foot cleaning grates or walk-off mats
- Public telephones (or in immediate area outside the facility)
- Accessible drinking fountains
- Signs for City and County information,
- City Council and County Board of Supervisors acknowledgements
- Donor plaques or donor wall
- Video surveillance cameras

The library entrance, which opens into the library circulation lobby, should include the following:

- Floor plan and building directory
- Paper management system for handouts and bulletins
- Locked display and exhibit space
- Theft detection gates in set of three to create dual corridor entrance and exit
- Annunciator panels for all fire and security systems

Entrance Accessibility

Signage must indicate location of nearest accessible entrance. Exterior doors must be available with automatic, manual automatic, or power assist options. Automatic doors must read below the height required to recognize children and individuals in wheelchairs. For manual automatic or power assist doors, which require a plate, the plate must meet the front and side reach requirements of 48" and 54" respectively, above finished floor. Doors must comply with ANSI standards. Doorways require a minimum clear opening of 32". A minimum clear distance between a pair of hinged doors of 48" must be provided. If a door closer is used, the door should take at least three seconds to get to a point 3" from the door latch. Door hardware can be located no higher than 48" above finished floor. Once inside the doors, the security gates must comply with the same guidelines as doors.

III. Accessibility

Accessible Aisles, Doors and Paths of Travel

All offices, workrooms, meeting rooms, study rooms, and collections and seating areas must be accessible by means of a 36" wide aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance from the nearest exit, cross aisle or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide.

Doors to all rooms, except closets and supply rooms, must be 36" wide with a minimum clearance of 32" required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Other accessibility guidelines are included in the following sections: Stacks and Shelving, Reader Seats, Drinking Fountains, Entrance, Site, Telecommunications, and Rest Rooms.

IV. Structure

Column bays of 25' or in multiples of 5' are recommended in stack areas. This is consistent with the use of a 24" closed base stack in conjunction with the 36" accessible aisle. In cases where a 20" closed base stack unit is utilized, the aisle can be increased to 40".

The floor-loading requirement throughout the building should be 125 - 150 pounds per square foot live load to allow for the weight of stacks. No compact shelving is anticipated. When possible, columns should not be introduced in Community Meeting Room, Children's Program Area, Public Conference Room, or the Lobby.

V. *Lighting & Light Control*

Window treatment for light control should be included where necessary. Generally direct east or west facing exposure is to be avoided. North and south facing windows are preferred and book stacks should be located away from sources of natural light. A lower level of ambient fluorescent light supplemented with natural light and appropriate task lighting is preferred. (See also Energy Efficiency Characteristics *Section VIII* below.)

While it is recognized that various conditions including contrast, reflectivity, and tasks to be performed affect the objective quantification of lighting required, a guideline for lighting levels, based on the most common tasks, in the building should be as follows:

- Reading areas: 30 to 40 foot candles measured horizontally at work surface augmented with task lighting for a combination of ambient and task lighting of 50 foot candles
- Book stacks: 6 foot candles minimum measured vertically at a height of 12 inches and 30 foot candles maximum measured vertically at any height
- Building entrance: 5 - 10 foot candles
- Public restrooms: 10 - 20 foot candles
- Study areas: 50 foot candles
- Circulation desk and other work areas: Minimum 50 foot candles measured horizontally on the worksurface

Computer monitors should be shielded from direct light and glare or positioned perpendicular to any windows. The number of lamp types must be minimized, reasonably priced, easily obtainable, and meet any City of Hercules standard if applicable. Task and table lamps should be vandal and theft resistant.

Occupancy sensors, photocells for areas rich with natural light, or motion detectors are to be included to aid in compliance with the California energy code requirements (Title 24). Service areas, the copy room, utility rooms, and other limited occupancy rooms, such as data and electrical closets, should have lighting controlled by occupancy sensor or motion detector. Lighting in large public areas should be zoned to allow partial dimming of lights during daylight hours.

Stack lights should be stack-mounted parallel to or ceiling-mounted perpendicular to book stacks, provide direct or indirect light, and have narrowly spaced baffles to prevent breakage by items being removed from the top shelf.

Lighting in general public areas is to be zoned and controlled from central panels located at the Staff Entrance, Circulation Desk or Information Services Station, to facilitate opening and closing the library. Provide master controls at shipping and receiving entrance and at main entrance to library. Emergency back-up lighting is to be included. Exterior lighting should be on a timer or light sensor controlled system.

VI. Windows

Windows in offices, reading areas and community meeting and conference rooms should be provided with roller shades or other light control device. Operable windows may be acceptable in staff areas. Operable windows in public areas should have high or lockable screens.

VII. HVAC

Temperature in stack areas should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. In other areas, comfort level is to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Minimum ventilation requirements are 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour and with a minimum of 12 air exchanges per hour in rest rooms. Controls should allow for zoning, particularly of the bookstore, Community Meeting Room, Public Conference Room, group study rooms, Staff Workroom and Branch Manager's Office. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

- Provide separate temperature controls for telecommunications equipment room
- Thermostats in public areas should have lockable covers
- Special note should be taken of rooms with high equipment load. These include the Homework Center, Staff Workroom, Reference Services Area and Copy Center

VIII. Energy Efficiency Characteristics

As noted throughout the various sections of this chapter, the library facility will be required to employ energy savings equipment and exhibit design features that will significantly reduce energy consumption throughout the life of the building. The project should encompass goals of sustainability, reduced operating costs, community relevance, and a healthy productive workspace.

A partial compilation of these basic recommendations follows.

Site

The project should strive for environmental responsibility and efficient use of the site including the protection of natural areas and minimal disturbance of adjacent areas. It should maximize the opportunities for habitat conservation and look for opportunities to reduce the need for automobile transportation to the site. The heat generated by surfaces on the site must be reduced to help reduce air conditioning costs. Where possible, the seasonal and daily wind flows across the site should be utilized to create opportunities for natural ventilation.

Water Conservation

The project should be designed to minimize the use of potable water. The goals for this would include the requirement to reduce the quantity of water needed for the building and to reduce the burden on municipal water supply and treatment. Water used in landscaping will be reduced

through the use of intelligent irrigation in combination with native plantings. Landscaping plans will use native or adaptive, drought tolerant plant materials and reduce or eliminate the need for permanent irrigation systems that use potable water. Rainwater will be captured to supply any water features and for irrigation during the dry seasons. Water conservation fixtures will be installed in the building with the goal of reducing water consumption 20% below current codes.

Facility

If possible, orient the building on the site to maximize north and south facing facades. All exterior windows will be shaded through the use of overhangs, plantings, exterior solar control devices, interior blinds or shades, fritting, or a combination of these to protect the windows from direct sunlight during the cooling season, and to protect users from glare. Specify a light colored roof or a white reflective coating for the roof. Specify a high-performance (Low-e®) insulated glass. Extra insulation beyond the minimum Title 24 requirements should be included to the maximum extent possible; and beyond the requirements of daylighting and views, the amount of glazing should be minimized.

Lighting

In general, a lower level of ambient light supplemented with task lighting, which is appropriate for specific tasks, will be provided. Lighting for the Branch Manager's Office, staff and public rest rooms, storage rooms, group study rooms, staff lounge, closets, telecommunications and electrical closets, custodial closets and any other unoccupied space will be controlled with occupancy sensors or motion detectors. The lighting in all large open areas will be zoned with bi-level switching to enable portions of the lighting to be extinguished either manually or automatically when daylight is available. The lighting in all public areas should be controlled with a time clock schedule as part of a building lighting control system. Continuously dimming electronic ballasts will be specified in all fixtures within 15 feet of a daylight source in order to maximize the use of daylight; and clerestory elements or roof monitors should be used to introduce daylight into the interior of the building. Utilize T5HO lamps in stack mounted light fixtures and in areas where indirect lighting is desirable. All exit signs should have LED lamps.

The intensity of site lighting will be minimized through the use of energy efficient fixtures. Automatic controls will be utilized to reduce lighting levels after closing.

HVAC

Specify a Variable Air Volume (VAC) HVAC system. Temperature controls and heating systems will be zoned to allow areas that are unoccupied, such as the Public Conference Room, Community Meeting Room and Friends' Bookstore and Café to be turned off or down when not in use. The comfort requirements will be relaxed and the acceptable temperature range during cooling will be raised a few degrees and the acceptable temperature range during heating has been lowered a few degrees. Natural ventilation should be utilized to the fullest extent possible.

Plumbing and Hot Water

All fixtures will be specified as automatic "shut-off" to limit the amount of hot water used for hand washing. The hot water temperature will be set as low as possible for hand washing and ultra-efficient water heaters will be specified.

Electricity

Purchase only new equipment, that is "Energy Star" certified and insure that "power down" and "sleep" functions are utilized. Other energy saving strategies such as the installation of a photovoltaic system linked to the electric utility grid should be fully investigated during the design phase of the project.

Sustainability and Resource Conservation

Where possible, locally produced materials will be used to reduce the use of energy for transportation. At least one half of the wood used should come from sustainably harvested forests. The building materials specifications will incorporate the use of recycled materials to minimize the use of new resources in the construction. These products made from recycled materials might include the carpet, toilet partitions, fly ash in concrete, ceramic tile, acoustic ceiling tile, and reclaimed lumber or lumber made from recycled plastics. In addition, adequate space will be provided in the library for the storage of recyclable materials in order to encourage this practice by library employees. Construction waste should be minimized and where possible it should be recycled to reduce the burden on landfills.

X. Rest Rooms and Lavatories

Public rest rooms will be provided in sufficient size and quantity to meet local codes and to meet the requirements for serving the specific building areas, which may have different hours of operation including the Friends' of the Library Bookstore and Café, Public Conference Room, and the Community Meeting Room.

Rest Room Accessibility

Accessible sanitary facilities must be provided for both the staff and the public. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

All public and staff rest rooms will meet the accessible aisle requirements as noted above in the section above, "Accessible Aisles, Doors, and Paths of Travel."

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be between 17" and 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, will be mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements of 48" and 54" respectively. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Rest rooms signage which includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille.

Fixtures in children's rest rooms will be sized appropriately and both men's and women's rest rooms will contain diaper changing stations.

XI. Security, Fire and Life Safety

The building should include both a new dual corridor inventory control system and a perimeter alarm system as specified by Hercules or Contra Costa County Library. All emergency exits will have panic hardware and audible alarms. No less than 50% of all emergency exits will be disabled accessible. In all areas of the building where accessible means of egress are required, Areas of Rescue, or Evacuation, Assistance must be provided for exits that are not accessible, with the exception of areas that are covered by an automatic sprinkler system.

Alarm systems will include visible as well as audible alarms for fire and other emergencies. Annunciator panel for alarm system at circulation desk or desks, depending on location, and will have an arming station at staff entrance. The alarm shall report to the location specified by the City. (TBD)

Visual alarms are required in all rest rooms and other common public areas including reading rooms, meeting rooms, hallways, and lobbies. Visual alarms must be placed 80" above the highest finished floor or 6" below the ceiling, whichever is lower. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. In larger areas exceeding 100' across, the devices may be placed around the room at a maximum of 100' apart. Audible alarms must produce a sound that exceeds the normal sound in

an area by at least 15 dbA, or the loudest sound, which lasts at least 60 seconds in a space by 5 dbA. Audible alarms cannot exceed 120 dbA.

Card readers or keypads should be considered at staff locations and other appropriate locations that require internal control. These should be "roughed in" at a minimum with conduit available for future installation; e.g., Staff Lounge and Shipping and Receiving.

XII. Telecommunications

The following are general recommendations. The use of a technology consultant is recommended for network design.

Distribution and Conduit

All construction will contain adequate conduit, ducts, underfloor space, or cable trays to accommodate data network, media distribution network, and power distribution to specified areas. The feasibility of utilizing wireless technology, or a low profile raised floor, for the project should be explored early in the design process. Cable trays and ducts must have access panels for future cabling by owner. Adequate space in phone and data closets should be provided for routers, data terminal boards, or network management equipment for future requirements.

All voice and data cable conduit shall be rigid metal conduit unless a profile floor is utilized. The conduit shall terminate in metal boxes at the users end. All conduits will be placed in the hung ceiling unless specifically indicated to be underground. No 1/2" conduit should be used in project; the minimum acceptable size is 3/4" with 1" preferred. Conduit will be "home run" to the Computer Systems/Telecommunications Room and will contain pull string. Conduit will stub out at the top of a plywood backboard, where the conduit is run overhead and at the bottom where run underfloor. Overhead is preferred where possible. Conduit will be mounted in a sturdy fashion and provide a neat (orderly) appearance.

Lighting, power, telephone, and communications outlets shall not be placed back to back and in rated walls shall be separated by a minimum of 24"; e.g., Group study rooms, copy center, office and workrooms.

Floor outlets should be of brass construction, flush to the floor with hinged covers opened with a single key or with carpet insert. Floor outlets should be installed throughout the Reference Area, OPAC Area, Children's Reference and Technology Area, Homework Center, and other areas, to be designated in a grid system designed on a four, six or ten foot square grid. The system should also provide for the installation of 110-volt electrical service, television, and/or communication cables.

Cable and Networking

All data and voice cable should be Category 6 enhanced UL approved and rated cable or better.

Each data outlet should have four pairs of cable terminated at the outlet on an RJ45 termination device or equivalent. A single four pair cable drop should not be split to serve more than one

outlet. Jacks should be installed in dual termination configuration sharing a common faceplate with the voice and data jack.

Network Accessibility

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no lower than 15" above the finished floor for forward reach access and no lower than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. The depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations if no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel.

Communications Equipment

A telephone system or systems will be provided to meet the City of Hercules standard. This system will include automated attendant, call forwarding, voice mail if required, and upgradeable expansion module. A public address system will be provided through telephone system or other system. Ceiling speakers, in sufficient quantity to be effective, will be provided in all public and staff areas including rest rooms, workrooms, offices, and all public areas.

XIII. Electrical

Each staff or service desk workstation location must have a separate dedicated 4-plex electrical outlet to accommodate the microcomputer, barcode reader, and printer. Dedicated computer outlets shall be clearly designated by color and markings at each 4-plex electrical outlet in the Telecommunication Room. Electrical contractor will provide wiring scheme identifying cable port on patch panel and at wall or floor plate at workstation end.

The minimum electrical service to the facility will include no less than one 20 amp circuit per 2 to 4 electronic workstations, with an estimated 100 potential technology workstations and miscellaneous photocopy, printing, multimedia, and security system equipment. The general requirements for electrical service to the facility include the following:

- Voltage regulated at building feed or at each feed box
- Surge protection at panel
- Dedicated lines available for equipment; e.g., theft detection system, photocopiers, etc.
- Wiring easily accessible through low profile floors or conduit above dropped ceilings or in columns
- Power and data outlets located in dual configuration no more than 6" apart
- Electric outlets along walls should be located at 10 foot intervals with face plate centered at 15" above finished floor unless otherwise specified
- Electric outlets in all support columns
- Electric outlets at a minimum of 5-foot intervals along all work counters unless specified
- Two duplex outlets per staff workstation or office location
- Integrated central clock system will be included

- Light switches mounted in a multiple gang box under single cover plate with central control at circulation desk and at staff entrance
- Floor outlets flush with the surface (No monuments or bus stops)

XIV. Graphics and Signage

The program and budget should include a full signage and graphics package, which will meet all ADA and all fire and life safety requirements. This signage program should be coordinated with the interior architecture and will include at a minimum:

- Easily identified entrance signage integrated into site, parking and building exterior
- Changeable signs or insert sign carriers for hours and other services
- Sign carriers for both ends of each book stack unit
- Signs designating permanent rooms and spaces
- Signs designating major building areas
- Evacuation signs
- Emergency exit warnings
- Room number identification
- International symbols for accessible areas; e.g., restrooms, photocopiers, emergency exits, parking spaces, drinking fountains
- Easels or stands to hold temporary signs/posters announcing events

Accessible Signage

Directional signs to major building areas or stations (e.g., "Circulation Desk" or "Information Services Station") must be wall-mounted or ceiling-hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Permanent room identification signage (e.g., "Branch Librarian") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

XV. Finish Treatment

A high grade commercial carpet, textured loop pile or multi-level loop, should be used throughout the facility except where noted: rest rooms, supply and storage rooms, circulation desk, reference desk, staff workroom, shipping and receiving, entrance, lobby, photocopy areas, custodial closets, fire exits, etc. These areas may be carpeted with carpet tile or vinyl tile. No carpet pad will be used, but enhanced backing is recommended. Recommended weight is 32-ounces per square yard. Carpet will be manufactured from static control fiber or of 25% to 100% post consumer recycled material. Static propensity must be below human sensitivity (3.5 KV) under standard test conditions.

All finishes must be easily maintained and durable, including corner beads under the plaster finish to prevent damage by book trucks, kick plates, chair rails, and recessed kick base on public service desks.

Public areas should be covered with a washable latex paint with a semi-gloss or eggshell finish for easy cleaning. Tackable surfaces will be provided in community information area, children's area, staff work areas, and at service desks. The Homework Center, Group Study Rooms, the Branch Librarian's office, and the staff workroom will include whiteboards, chalkboards or tackable surfaces as noted in the Space Detail Sheets. A minimum number of paint colors should be utilized to facilitate future maintenance.

XVI. Stacks and Shelving

General recommendations for stack units include:

- Finished end panels and signage on both ends of all shelving units
- Canopy tops on all units 66" or lower.
- Back edge on each shelf or alternately relocatable backstop in vertical member
- Retractable index shelves in reference area
- Hinged slanted display shelves in current periodicals area with storage shelf Slotted shelves where indicated
- Multimedia accessory shelving where indicated

Space Allocation

Allocation of space for most adult book collections is based on full height 90" high shelving utilizing 7 shelves per side for a total of 336 on shelf volumes per double faced section. The capacity for each shelving unit is calculated by multiplying the number of volumes per linear foot times the number of linear feet per shelf (3) times the number of shelves per unit. In the case of most adult collections this is 8 (volumes per linear foot) x 3 (feet) x 14 (shelves) = 336.

The number of volumes per linear foot for each specific collection type is included in Chapter 9: *Collection Allocation and Collections and Shelving* (Section 9.2), as is the space allocation per shelving unit. Space for collections is programmed to include space for future growth as Hercules builds a collection, as well as empty shelf space to allow efficient shelving and interfiling of volumes.

Stack ranges should be no longer than 7 sections. Stack areas should be sprinkled and sprinkler heads should be mounted at a minimum of 18" above the top bookshelf.

Shelving Accessibility

Aisles in stack areas must comply with the following accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of

stacks and run perpendicular to side aisles (and end panels), must be a minimum of 36" wide with 44" required if side aisles are only 36" wide; i.e., a 36" aisle cannot meet a 36" aisle.
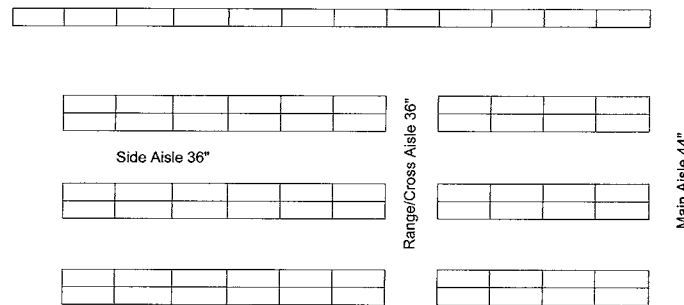
Shelving height is unrestricted for most collections unless an attendant will not be available, and then it is limited to 54" above the finished floor. Current periodicals and newspapers must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Current periodical shelving units should be no higher than 66" inches, or three sloped display shelves high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

XVII. Reader Seats

Reader space for users of the Hercules Library is included in sufficient quantity and variety including tables for four (round and rectangular), tables for six in the Children's area, lounge chairs, technology carrels, technology counters, accessible technology tables, stackable chairs in the Community Meeting Room, conference chairs in the Public Conference Room, and on floor cushions in the Children's Program Area.

The building program includes a general recommendation for size and type of reader seat in each space detail. These are, of course, subject to the considerations of interior design and funding available for the purchase of new furniture. The space allocation for readers' seats is calculated at between 23 and 30 square feet per table seat based on the size of the table, at 35 square feet for lounge chairs, and at 40 square feet per public technology workstation. Accessible reader seats, adjustable tables, and accessible technology workstations are included in the Children's Reference Area, Reference and Technology Area, and the Young Adult Area and are sized slightly larger at 45 to 50 square feet per seat or station.

All user furniture should be of the highest quality of institutional, or commercial office furniture, which the owner's budgets will allow, and the substitution of residential or lower grade office furniture cannot be recommended. Fabric for all seating must meet the requirements of California State Technical Bulletin 117, and the more stringent requirements of Technical Bulletin 133 in any non-sprinklered areas.

Seating for Senior Citizens can also accommodate individuals with mobility disabilities. The seat height should be just below the knee (17" above the finished floor is most desirable). The seat should slope no more than 4 degrees. Armrests are recommended. These recommendations

should be considered, particularly in areas such as the periodicals reading area that is likely to attract senior citizen patrons.

Seating for children must be well constructed, scaled, weighted, and balanced. Tables are available in a variety of heights to serve the needs of pre-schoolers, elementary school age children, and older juveniles. Whichever height of table is selected, the table and the chair must be in the same scale and, most critically, must allow a dimension of 9-10" between seat height and table height. If a chair designed for an adult is to be scaled down for children and juveniles, it is not enough to merely lower the seat. The seat saddle should also be scaled down, as should the back height to provide comfortable seating for smaller bodies. This is also true of stools used as seating. Frequently children's chairs are available without a back; a feature that makes the chair more stable and less prone to tip over. Children's chairs should be designed not to rock or tip over.

Reader Seat Accessibility

Two accessible reader tables and five accessible technology workstations are included in the building program. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space for each of these stations. The knee space must be at least 27" high (28" to 34" above finished floor), 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor. A table apron or keyboard carrier cannot obstruct access. Chairs, kik-step stools®, and book trucks, which would require being moved, must not be located in accessible seating location.

The Community Room will require wheelchair access, but a specified number of accessible seating locations are not required in a multipurpose room with a flat floor and seating that is easily moved. Specified accessible seating locations are not required in rooms where removable seating is utilized, but every attempt should be made to provide seating locations that are accessible to the disabled and to accommodate the requirement for an adjacent companion seat.

XVIII. Staff

Public Service Desks

Patrons will be assisted and the library will be supervised from two conveniently located service desks. These two desks will consist of a Circulation Desk that serves both children and adults for circulation, directional questions, and routine business transactions, and an Information Services Station that provides reference, information and technology assistance to adults and children. Staff at the Circulation Desk, which will consist of three public service points and two self-check stations, will supervise all areas located in proximity to the library entrance and lobby. The staff at the Information Services Station will supervise all remaining areas of the library including the Children's Area, Reference Area, and Fiction and Non-fiction collections and seating areas. Each station at the service desks will be a minimum of six to seven feet in length to accommodate all necessary desktop equipment, CPUs in slings under the worksurface or on the worksurface, and under counter shelves and storage for supplies, telephones, and printers. Additional space should

be included for depressible book bins, lost and found bins or other temporary storage requirements. Each service desk will include a disabled accessible station with a countertop that is no more than 28" to 34" high for a continuous length of 36".

Staff Efficiency

To maximize staff efficiency, the Hercules Library will be supervised from two public service points. A large shared open plan staff workroom will be located adjacent to the Circulation Desk to allow for quick backup during busy periods. The workroom will be designed flexibly with workstations available for a variety of clerical and professional employees as well as the many individuals who will volunteer for the library. Areas, which cannot be supervised from either public service desk, may be locked when not in use, such as the Community Meeting Room and the Public Conference Room; or may be controlled electronically or by magnetic card reader, such as the Group Study Rooms.

Staff Workstations

Individual workstations are recommended for all full time employees. Systems furniture, consisting of interchangeable modules of three-foot, four-foot, five-foot and six-foot work counters and panels of varying height, is recommended for staff workrooms. Additional space is added to each work area for shelving, book trucks, files, storage for bibliographic tools, and visitor chairs. Locking files, keyboard carriers, tackable surfaces, wire management package, acoustical panels and over counter shelving and storage compartments are integrated into workstation design.
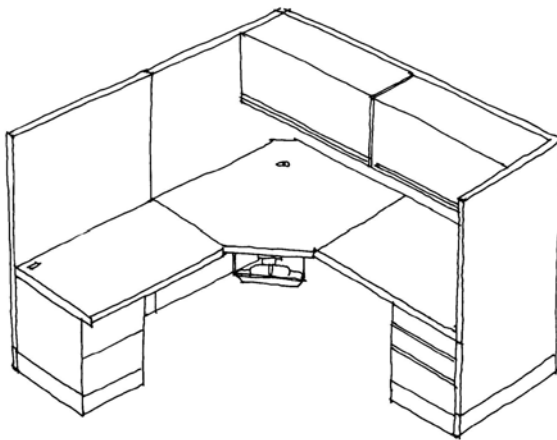
Isometric drawing of generic L-Shaped workstation, consisting of two worksurfaces with a corner unit, and two overhead storage compartments, keyboard tray, pencil drawer, grommets for wire management and two file pedestal units
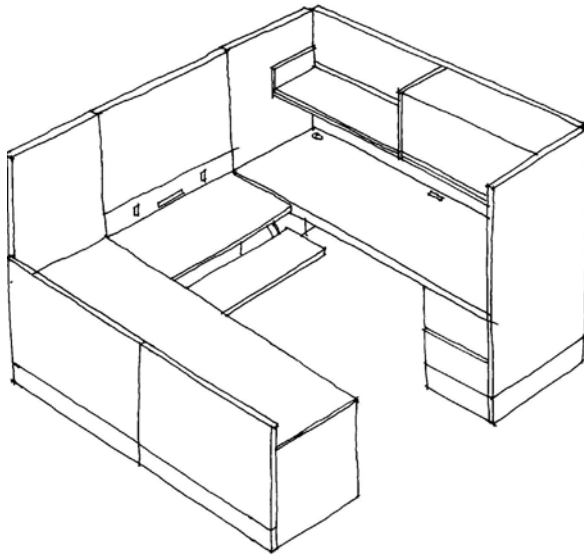
Isometric of U-shaped workstation, consisting of three worksurfaces, and one overhead storage cabinet and one storage shelf, articulated keyboard carrier, file pedestal unit, and power and data receptacles at the worksurface

Specific staff workstations included in the building program are illustrated below.

Library Clerks. Systems workstations which are 5' x 8' are recommended for library clerks in the Staff Workroom. These workstations consist of fabric wrapped modular panels with three plastic laminated worksurfaces. Each workstation will contain one overhead storage cabinet, which is wall mounted if the workstation is located on a perimeter wall or panel mounted if it is an interior workstation. Each workstation will also include a keyboard carrier and one file pedestal unit. These units occupy 40 assignable square feet.
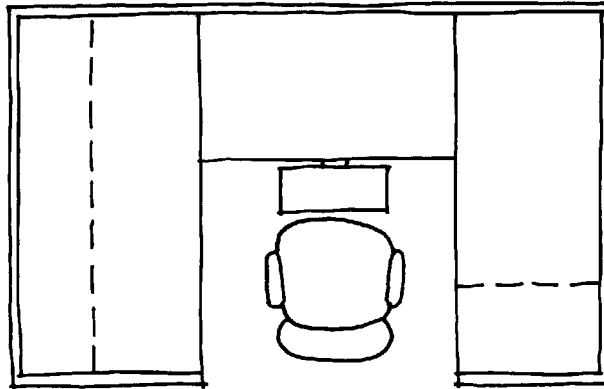
Volunteers. Systems workstations which are 5' x 6' are recommended for volunteers in the staff workroom. These workstations consist of fabric wrapped modular panels with two plastic laminated worksurfaces. Each workstation will contain one overhead storage cabinet, which is wall mounted if the workstation is located on a perimeter wall or panel mounted if it is an interior workstation. Each workstation will also include a keyboard carrier and one file pedestal unit. These units occupy 30 assignable square feet.
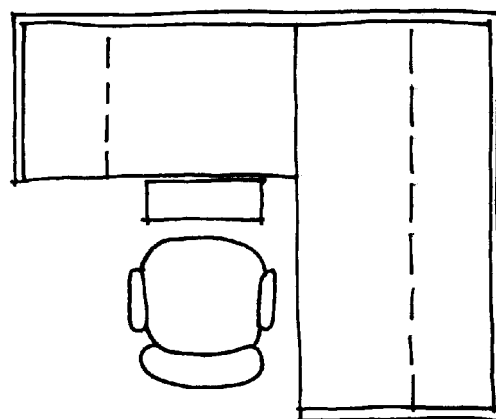
Librarians. Systems workstations which are 8' x 9' are recommended for professional staff in the staff workroom. These workstations consist of fabric wrapped modular panels with two plastic laminate worksurfaces. The panels may be of various heights from 30" to 72" high. Higher panels will afford some acoustic privacy to the professional workstation. Each workstation will contain two overhead storage cabinets and shelves, which are wall mounted if the workstation is located on a perimeter wall or panel mounted if it is an interior workstation. Each workstation will include a keyboard carrier and three file pedestal units. These units occupy 75 assignable square feet.
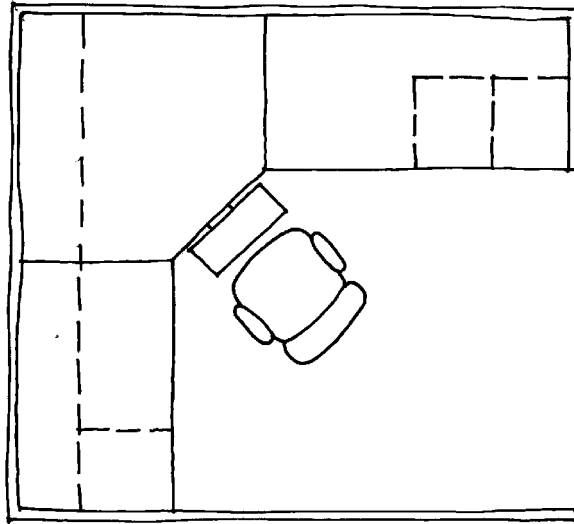
Sufficient storage in workrooms is required for general library equipment, supplies, gifts, materials in transition, and program materials.

XIX. Acoustics

Meeting the acoustical requirements, which are noted in the Space detail sheets, will be critical to the success of this project, particularly since acoustics is such a detriment to the delivery of library services at this time. In addition to meeting the space-by-space criteria, the primary strategy will be to locate functions requiring quiet away from noisy areas. This is in the end the most logical and cost effective solution, and the one recommended by most acoustical engineers. For this reason, the acoustical requirement of spaces has been addressed in the programming phase.

XX. Flexibility

Also critical to the success of this library building project is that flexibility be built into the design to allow the library to grow into spaces and reorganize functions as time goes by. Among the recommendations are that the entire building be rated structurally to accommodate stacks and shelving; that the entire building, even stack areas, be wired

with power and data for future use; that a minimum number of colors and finishes and fabrics be used to enable spaces to blend together; and that as few load bearing walls as possible be introduced into the larger open areas.

XXI. Custodial

Public areas will include adequate receptacles for trash and recyclables. The designated custodial department should be consulted on:

- Floor or wall mounted toilet partitions
- Industrial shelving
- Manufacturer of paper towel and toilet paper dispensers
- Requirements for maintenance support space
- Storage for janitorial supplies and equipment
- Trash collection within the building
- Removal of garbage and recyclables
- Keying

XXII. Space Planning Guidelines

The space planning guidelines utilized in the City of Hercules Library Building Program are based on standard planning guidelines for public library facilities using square footage allocations that will meet all accessibility and functionality requirements. The square footage allocations in the building program are the default space assignments in the Libris DESIGN facility planning software (Version 2.3), with the following exceptions. The square footage for meeting room seats in the Community Meeting Room has been increased from 12 square feet to 14 square feet based on the smaller size of the room and the square footage allocation for cardboard boxes has been decreased to zero in several areas where it is assumed that the boxes will rest on or under counters which already have space allocation. To summarize these standards:

Staff workstations are provided in three sizes: 30 assignable square feet, 40 assignable square feet, and 75 assignable square feet for volunteer workers, clerical staff, and professional librarians respectively.

Shelving units are either single faced units, which are sized at 12 assignable square feet per unit, or double faced units, which are sized at 18 assignable square feet per unit. Bookstore display shelving in the browsing area and bookstore require a slightly larger footprint (30 square feet) due to the sloped shelves and base and a larger aisle requirement. The standard stack aisle is 36" with the exception of current periodicals and main aisles, which require 44", and browsing collections, which are specified at 42" aisles. The capacity of these units is based on the number of volumes per linear foot of shelf multiplied by the number of feet per shelf, multiplied by the number of shelves per unit. The number of volumes per linear foot and number of shelves per unit is summarized by collection type in Chapter 9.2: *The Library Collections: Shelving the Library's Collections*. The number of volumes to be housed by collection type is based on the projected collection size minus a percentage of the collection estimated to be in circulation at any given time. This percentage is provided in Chapter 9.1: *Allocation of the Library's Collections*. Since Hercules is a new library, these circulation allowances are estimates.

The space allocation for individual reader seats is calculated at between 23 and 30 square feet per table seat based on the size of the table (or location in the case of group study rooms), at 35 square feet for lounge chairs, and at 36 to 40 square feet per public technology workstation. Accessible reader seats, adjustable tables, and accessible technology workstations are included throughout the program and are sized slightly larger at 45 to 50 square feet per seat or station. Details on the space allocation on a per unit basis for reader seats and for all other furniture and equipment are included in Chapter 13: *Net Assignable Square Footage of Furniture and Equipment*.

Additional space allowances are created by including queuing spaces in front of the Circulation Desk and the Information Services Desk, or by the addition of cardboard boxes in storage rooms to create transitional storage space.

The total overall space allocation is derived by including a 25% non-assignable space allowance. This space will include lobbies, hallways, thickness of walls, telecommunications and electrical closets, and rest rooms. Utilizing this 25% allowance to calculate the gross square footage requirements will provide a building, which is efficiently organized, meets functional and accessibility requirements, but is not overly spacious.

Allocation of the Library's Book Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
Adult/Young Adult	**54.48%**	**40,860**	**26.31%**	**30,110**	**8**
Browsing					
New Books	0.99%	740	50.00%	370	8
New Books (Face Out)	0.08%	60	50.00%	30	1
Fiction					
Classics	0.30%	224	0.00%	224	8
Fiction	12.80%	9,600	30.00%	6,720	8
Paperbacks	3.80%	2,850	30.00%	1,995	16
International Languages					
International Languages	3.35%	2,515	30.00%	1,760	14
Large Print					
Large Print	1.80%	1,350	30.00%	945	8
Non-Fiction					
Non-Fiction	26.87%	20,150	25.00%	15,113	8
Ready Reference					
Ready Reference	0.29%	216	0.00%	216	6
Reference					
Reference	2.16%	1,620	0.00%	1,620	6
Young Adult					
Careers	0.16%	120	25.00%	90	6
Young Adult Fiction	0.69%	520	25.00%	390	13
Young Adult Non-Fiction	0.29%	220	25.00%	165	11
Young Adult Paperbacks	0.90%	675	30.00%	472	16
Children/Juvenile	**45.52%**	**34,140**	**29.15%**	**24,188**	**15.5**
Children's Easy Readers					
Children's Easy Readers	4.00%	3,000	30.00%	2,100	20
Children's New Books					
New Books	0.80%	600	50.00%	300	5
Children's Paperbacks					
Children's Paperbacks	4.93%	3,700	50.00%	1,850	16
Children's Picture Books					
Children's Picture Books	7.47%	5,600	30.00%	3,920	20
Children's Reference					
Children's Reference	0.47%	350	0.00%	350	8
Juvenile Fiction					
Juvenile Fiction	7.65%	5,740	25.00%	4,305	13
Juvenile International Language					
Juvenile International Languages	2.07%	1,550	25.00%	1,163	26
Juvenile Non-Fiction					

Juvenile Non-Fiction	18.13%	13,600	25.00%	10,200	13
Totals:	**100.00%**	**75,000**	**27.60%**	**54,298**	**6.5**

Allocation of the Library's Multimedia Collection

| CATEGORY | | | | Projected | Volumes/ |
| Subcategory | Percent of | Projected | Percent in | Volumes | Linear |
Volume Type	Collection	Total Volumes	Circulation	on Shelf	Foot
Adult/Young Adult	**74.60%**	**8,780**	**50.00%**	**4,390**	**19**
Audio Book Cassette					
Audio Book Cassette	12.74%	1,500	50.00%	750	10
Audio Book Compact Disc					
Audio Book CD (CD ROM)	10.88%	1,280	50.00%	640	25
Audio Compact Disc (CD)					
Audio Compact Disc (CD)	16.14%	1,900	50.00%	950	25
DVD					
DVD	16.14%	1,900	50.00%	950	25
Video Cassette					
Video Cassette	18.69%	2,200	50.00%	1,100	10
Children/Juvenile	**25.40%**	**2,990**	**50.00%**	**1,495**	**20**
Audio Compact Disc (CD)					
Audio Compact Disc (CD)	6.37%	750	50.00%	375	25
DVD					
DVD	10.20%	1,200	50.00%	600	25
Media Kits					
Media Kit (Audio Cassette W/ Book)	4.08%	480	50.00%	240	20
Video Cassette					
Video Cassette	4.76%	560	50.00%	280	10
Totals:	**100.00%**	**11,770**	**50.00%**	**5,885**	**19.4**

Allocation of the Library's Periodical Collection

CATEGORY Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
Adult/Young Adult	**82.58%**	**237**	**0.00%**	**237**	**1**
Back Issue Magazines					
Back Issue Magazines	31.36%	90	0.00%	90	1
Current Magazines					
Current Magazines	43.90%	126	0.00%	126	1
Current Newspapers					
Current Newspapers	4.18%	12	0.00%	12	1
Young Adult Current Magazines					
Young Adult Current Magazines	3.14%	9	0.00%	9	1
Children/Juvenile	**17.42%**	**50**	**0.00%**	**50**	**1**
Children's Back Issue Magazine					
Children's Back Issue Magazines	10.45%	30	0.00%	30	1
Children's Current Magazines					
Children's Current Magazines	6.97%	20	0.00%	20	1
Totals:	**100.00%**	**287**	**0.00%**	**287**	**1**

Supercategory Space Allocation

SUPERCATEGORY	NET Assignable Sq. Ft.	NON Assignable Sq. Ft.	Total Gross Sq. Ft.	% of Gross Sq. Ft.
MEETING ROOMS	1,507	502	2,009	10%
NO SUPERCATEGORY	225	75	300	2%
READER'S SEATS	3,155	1,052	4,207	21%
SHELVING	3,722	1,241	4,963	25%
SPECIAL PURPOSE	1,964	655	2,619	13%
STAFF WORKSPACE	2,068	689	2,757	14%
TECHNOLOGY	2,226	742	2,968	15%
Totals:	**14,867**	**4,956**	**19,823**	**100%**

Non-Assignable Square Footage @ **25%** of Gross

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Chair, Café	8	0	0
Chair, Child's Stacking	30	0	0
14"w x 14"d			
Chair, Conference Room	8	0	0
At conference table - 26"w x 28"d			
Chair, Conference Room	6	12	72
Against wall - 26"w x 28"d			
Chair, Meeting Room - Stacking	60	14	840
25"w x 21"d			
Cushion, Floor	30	7	210
16"w x 16"d			
Lectern (w/ Space For A Portable Computer)	1	60	60
31"w x 29"d w/ microphone, speaker, light & clock			
Table, Café	2	65	130
36" diameter (4 Person)			
Table, Conference	1	195	195
96"w x 42"d x 29"h (6 to 8 Person)			
Table, Meeting Room	15	0	0
60"w x 24"d x 29"h - folding			

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Workstation, Librarian's Office System	3	75	225
8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals			

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Chair, Child's	24	0	0
14"w x 13"d x 10-16"h			
Chair, Child's Lounge	4	20	80
21"w x 19"d			
Chair, Group Study	4	0	0
At table or counter - 21"w x 21"d			
Chair, Juvenile	9	0	0
16"w x 16"d x 16-18"h			
Chair, Lounge	33	35	1155
36"w x 36"d			
Chair, Reader's	47	0	0
21"w x 21"d			
Chair, Visitor's	2	15	30
Table, Accessible - Adjustable Height (Manual)	1	30	30
36"w x 30"d x 22" – 50"h (1 Person) single surface			
Table, Accessible - Adjustable Height (Manual)	1	40	40
48"w x 30"d x 22" – 50"h (1 Person) dual surface			
Table, Children's	4	90	360
72"w x 36"d x 21-26"h (6 Person)			
Table, Drum	2	8	16
24"diameter x 15" - 24"h			
Table, End	7	12	84
30"w x 30"d x 20"h			
Table, Group Study	1	150	150
60"w x 36"d x 29"h (4 Person)			
Table, Group Study	1	175	175
72"w x 48"d x 29"h (6 Person)			
Table, Juvenile	2	85	170
66"w x 36"d x 27"h (4 Person)			
Table, Reader's	2	80	160
48" diameter x 29"h (4 Person)			
Table, Reader's	5	90	450
72"w x 36"d x 29"h (4 Person)			
Table, Reader's	3	85	255
66"w x 36"d x 29"h (4 Person)			

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
36" Aisle DF 58"H Bookstore Display Shelving	2	27	54
3'W x 36"D w/10 angled shelves			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	18	18	324
3'W x 24"D unit w/end panels & canopy top			
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves	33	18	594
3'W x 24"D unit w/end panels & canopy top			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	11	18	198
3'W x 24"D unit w/end panels			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	71	18	1278
3'W x 24"D unit w/end panels			
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelvs	4	12	48
3'W x 12"D unit w/ flip up sloping shelf & shelf underneath			
36" Aisle SF 45"H Steel Shelving W/ 2 Shelves	2	12	24
3'W x 12"D unit w/end panels & canopy top			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	4	12	48
3'W x 12"D unit w/end panels & canopy top			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	20	12	240
3'W x 12"D unit w/end panels & canopy top			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	2	12	24
3'W x 12"D unit w/end panels			
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves	14	20	280
3'W x 24"D unit w/end panels & canopy top			
42" Aisle DF 58"H Bookstore Display Shelving	3	30	90
3'W x 36"D w/10 angled shelves			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	4	20	80
3'W x 24"D unit w/end panels & canopy top			
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves	7	22	154
3'W x 24"D unit w/ flip up sloping shelf & shelf underneath			
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	1	14	14
3'W x 12"D unit w/ flip up sloping shelf & shelf underneath			
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve	2	14	28
3'W x 12"D unit w/ fixed sloping shelf			
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes	7	12	84
3'W x 12"D unit - 96 audio CD's / box			
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes	5	12	60
3'W x 12"D unit - 96 DVD / box			
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs	5	20	100
3'W x 24"D unit - 28 video cassettes/shelf			

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Atlas Case	1	25	25
31"w x 25"d x 43"h w/ 5 shelves			
Atlas Case, Child's	1	25	25
32"w x 21"d x 34"h w/ 4 shelves			
AV Bin, Depressible	1	20	20
Book Bin, Depressible	1	0	0
In Circulation Desk			
Book Bin, Depressible	1	20	20
Book Truck	27	10	270
36"w x 24"d			
Box, Cardboard	16	0	0
In transition or storage			
Box, Cardboard	25	4	100
In transition or storage			
Bulletin Board	8	0	0
Cabinets, Above Counter (Lockable)	32	0	0
1 linear foot x 24"d			
Cabinets, Below Counter (Lockable)	28	0	0
1 linear foot x 24"d			
Cabinets, Full Height (Lockable)	4	5	20
1 linear foot x 24"d			
Case, In-Wall Display	1	0	0
Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors			
Cash Register	2	0	0
Chalkboard	1	0	0
4' x 6' with oak or aluminum frame & map rail			
Change Machine (Bill & Coin)	1	15	15
Wall-mounted, 12"w x 15"d x 22"h			
Children's Craft Counter	1	30	30
4'w x 30"d - against wall			
Cleaning Cart	1	15	15
38"w x 20"d x 38"h			
Clock	10	0	0
Wall-mounted			
Coffee Maker/Urn	2	0	0
Commode	7	0	0
Rest room			

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Cutting Board, Kitchen	1	0	0
22"w x 18"d x 1"h			
Diaper Changing Counter	3	0	0
36"w x 18"d			
Dictionary Stand, Child's	1	12	12
24"w x 14"d x 35"h w/ 2 shelves			
Directory	1	0	0
Wall-mounted w/ changeable letters – 36" x 24"			
Dolly, Chair	7	15	105
2'w x 3'd w/ 10 - 20 chairs stacked			
Dolly, Table	4	15	60
3'w x 2'd w/ 4 tables per dolly			
Donor Recognition Wall	1	0	0
Drinking Fountain	1	0	0
18"w x 19"d x 24"h - Built-in			
File Cabinet, Lateral (Four Drawer)	4	20	80
36"w x 18"d x 52"h			
File Cabinet, Lateral (Three Drawer))	1	20	20
36"w x 18"d x 40"h			
File Cabinet, Lateral (Two Drawer)	2	20	40
36"w x 18"d x 28"h			
First Aid Kit	2	0	0
10"w x 3"d x 10"h - Wall-mounted			
Flat File	1	40	40
54"w x 42"d x 36"h -10 drawers for posters, maps, paper			
Flip Chart With Stand	1	30	30
28"w x 24"d x 70"h			
Garbage Bin, Interior	1	0	0
Garbage Bin, Interior	1	15	15
Hand Dryer	4	0	0
12"w x 7"d x 10"h - wall-mounted			
Hand Truck	1	4	4
23"w x 18"d x 51"h			
Hot Water Urn	2	0	0
In & Out Board	1	0	0
Staff location			
Key Cabinet	1	0	0
12"w x 5"d x 16"h			

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Label Maker	1	0	0
5"w x 8"d x 4"h			
Ladder, Extension	1	0	0
22"w x 55"–156"h - Wall-mounted			
Ladder, Step	1	2	2
Lamp, Table	3	0	0
Locker	5	5	25
Unit 12"w x 12"d x 62"h (Three 20"h lockers)			
Mail Boxes, Staff	1	30	30
72"w x 16"d x 32"h – 24 slots per unit w/ counter			
Microwave Oven	2	0	0
30"w x 14"d x 16"h - countertop or under cabinet			
Mirror	1	0	0
Full length			
Mirror, With Shelf	4	0	0
Above counter			
Mop Bucket	1	0	0
20"w x 18"d - On casters w/ mop wringer			
Mop Bucket	1	4	4
20"w x 18"d - On casters w/ mop wringer			
Paper Cup Dispenser	1	0	0
3" diameter x 18"h - Wall-mounted			
Paper Cutter	1	0	0
Paper Towel Dispenser	8	0	0
Wall-mounted			
Planter, Square	2	0	0
24" square			
Preparation Counter	2	40	80
6'w x 30"d - against wall			
Presentation Center	1	0	0
48"w x 36"h w/ marker board, tack board, & flip chart			
Queuing Space (Per Person)	14	6	84
Rack, Information	2	0	0
30"w x 18"d x 25"h - countertop			
Rack, Literature Display Handout	2	0	0
Wall-mounted			
Recycling Bin	7	15	105
Refrigerator	2	20	40
Full-sized - 32"w x 36"d x 68"h w/ freezer			

Totals for Item Types
Special Purpose

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Refrigerator, Compact	1	12	12
20"w x 21"d x 33"h - under counter			
Safe, Wall	1	0	0
17"w x 16"d x 13"h			
Shelving, DF 58"h Bookstore Display	6	27	162
36" Aisles - 3'w x 36"d w/10 angled shelves, wood			
Shelving, Industrial	1	0	0
SF 36"w x 24"d x 84"h steel w/ 6 shelves			
Shelving, Industrial	6	15	90
SF 36"w x 24"d x 84"h steel w/ 6 shelves			
Shelving, SF 66"h Steel W/ 5 Shelves	3	12	36
3'w x 12"d unit			
Shelving, SF 90"h Steel W/ 7 Shelves	3	12	36
3'w x 12"d unit			
Sign, Announcement	1	0	0
Free standing			
Sink	5	18	90
36"w x 24"d - In counter			
Sink And Counter	4	0	0
Rest room			
Sink, Mop	1	0	0
Sink, Mop	1	6	6
Soap Dispenser	7	0	0
5"w x 4"d x 10"h - Wall-mounted			
Stall	5	0	0
Rest room			
Stool, Kick-Step	13	0	0
Storage Cabinet	2	18	36
36"w x 18"d x 65"h			
Storage Cabinet, Hazardous Materials	1	20	20
43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)			
Typewriter, Electric	1	0	0
22"w x 18"d x 8"h			
Urinal	1	0	0
Vacuum Cleaner, Dry Upright	1	8	8
15"w x 12"d x 42"h			
Waste Basket	38	4	152
13"w x 15"d x 15"h			

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
White Board	7	0	0

    3' x 6' – erasable marker board

Totals for Item Types
Staff Workspace

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Book Delivery Cart	1	20	20
20"w x 60"d x 40"h			
Cabinets, Above Counter	45	0	0
1 linear foot x 24"d			
Cabinets, Below Counter	14	0	0
1 linear foot x 24"d			
Cabinets, Full Height	6	5	30
1 linear foot x 24"d			
Chair, Café	4	0	0
Chair, Conference Room	4	0	0
At conference table - 26"w x 28"d			
Chair, Staff Lounge	2	35	70
36"w x 36"d			
Chair, Supervisor's	1	0	0
Mid-back mid-quality			
Chair, Task	25	0	0
Low back mid-quality with casters 25"w x 25"d			
Credenza	1	25	25
60"w x 24"d x 30"h			
Credenza	1	30	30
72"w x 24"d x 30"h			
Desk, Branch Manager's	1	60	60
66"w x 36"d			
Mat, Anti-fatigue	3	0	0
Shelving, SF 84"h Steel W/ 6 Shelves	5	12	60
3'w x 12"d unit			
Shelving, SF 90"h Steel W/ 7 Shelves	2	10	20
3'w x 12"d unit			
Shelving, SF 90"h Steel W/ 7 Shelves	18	12	216
3'w x 12"d unit			
Sofa (2 Seat)	1	55	55
56"w x 32"d			
Stool	2	0	0
Table, Café	1	60	60
Staff (4) - 30" diameter			
Table, Coffee	1	45	45
30"w x 30"d x 17"h			
Table, Conference	1	70	70
Staff (4) - 42" diameter x 29"h			

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Table, End	1	12	12
30"w x 30"d x 20"h			
Typewriter Stand	1	20	20
Workstation, Bookstore Service Counter	1	45	45
4'w x 30"d w/ 5' behind desk & 3.5' in front			
Workstation, Café Service Counter	1	45	45
4'w x 30"d w/ 5' behind desk & 3.5' in front			
Workstation, Children's Counter	1	45	45
6'w x 30"d - against wall			
Workstation, Children's Office System	1	75	75
8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals			
Workstation, Circulation Check-In Counter	1	55	55
8'w x 30"d - against wall			
Workstation, Circulation Check-Out Desk	3	80	240
6'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Clerical Counter	1	40	40
6'w x 30"d - against wall			
Workstation, Clerical Office System	4	40	160
5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			
Workstation, Food Preparation Counter	2	30	60
4'w x 30"d - against wall			
Workstation, Food Preparation Counter	1	40	40
6'w x 30"d - against wall			
Workstation, Mail Check-In & Sorting Counter	1	55	55
8'w x 30"d - against wall			
Workstation, Mending Counter	1	30	30
4'w x 30"d - against wall			
Workstation, Reference Desk	3	80	240
6'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Sorting Counter	1	55	55
8'w x 30"d - against wall			
Workstation, Volunteer's Office System	3	30	90
5' x 6' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
AV/Technology Equipment Cart, Small	2	10	20
24"w x 18"d x 26"h			
Bar Code Reader, Fixed Mount	4	0	0
Bar Code Reader, Hand-Held	2	0	0
Cabinet, AV Equipment	1	15	15
36"w x 26"d x 60"h, lockable			
Chair, Technology Workstation	54	0	0
21"w x 21"d			
Computer Server, Mini (CPU)	1	25	25
Floor-mounted - 24"w x 30"d x 30"h			
Computer Stand	1	20	20
Computer, OPAC Desktop	6	0	0
CPU, w/ monitor, keyboard & mouse			
Computer, Public Desktop	47	0	0
CPU, w/ monitor, keyboard & mouse			
Computer, Staff Desktop	16	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Copier, B&W Freestanding	2	50	100
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h			
DVD Player	2	0	0
17"w x 13"d x 5"h			
FAX Machine, Desktop	1	0	0
30"w x 17"d x 21"h			
Fire Extinguisher, Halon	1	0	0
Hand-held, wall-hung unit			
Instructor's Station, Systems Furniture	1	60	60
48"w x 30"d (1 Person) - sit-down w/ power & data management			
Laser Pointer	1	0	0
Microphone, Floor	1	0	0
Microphone, Lavaliere	1	0	0
Wireless			
Microphone, Table	1	0	0
Printer, Laser (B&W)	8	0	0
Printer, Receipt	2	0	0
Projection Screen, Motorized Ceiling	2	0	0
Front projection			
Projection Screen, Wall Mounted	1	0	0
Front projection			

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Projector, Ceiling Mounted	2	0	0
17"w x 16"d x 7"h - AV & computer, LCD to DLP			
Projector, Data Portable	1	0	0
PC projection only			
Projector, Overhead	1	0	0
14"w x 5"d x 19"h			
Projector, Portable AV & Computer LCD/DLP	1	0	0
10"w x 14"d x 5"h - Multimedia (TV, VCR, DVD, Video, VGA-XGA Etc.) Projection			
Projector, Slide	1	0	0
Wireless remote			
Rack, Computer / Communications Equipment	1	30	30
36"w x 24"d x 60"h			
Router	1	0	0
Rack-mounted - 8"w x 20"d x 24"h			
Security System Book & Media Resensitizer	2	0	0
Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC			
Security System Book Desensitizer	2	0	0
Desktop non-electric unit 10"w x 5"d x 1.5"h			
Security System Book Resensitizer	1	0	0
Hand-held non-electric unit 5.5"w x 3"d x 3.5"h			
Security System Desensitizer/Resensitizer	2	0	0
Counter unit w/audible signal 20"w x 18"d x 7.5"h AC			
Security System Gates, Inventory Control	1	0	0
Three gates (two corridors) 83"w x 26"d x 70"h			
Security System Media Desensitizer	2	0	0
Desktop non-electric unit 10"w x 4.25"d x 2.25"h			
Security System Media Resensitizer	1	0	0
Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h			
Self Check-Out Counter	2	30	60
4'w x 30"d - against wall			
Self Check-Out Machine	2	0	0
25"w x 29"d x 27"h - counter top unit			
Server, Floor Mount	1	10	10
8" or 24"w x 20"d x 24"h			
Switch	2	0	0
Technology Carrel	6	30	180
36"w x 30"d (1 Person) stand-up w/ power & data management			

Type of Item	ITEM QTY	ITEM Sq. Ft.	TOTAL Sq. Ft.
Technology Carrel	22	40	880
41"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel, Adjustable (Manual) Height	5	45	225
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			
Technology Training Table, Computer Lab	10	50	500
72"w x 30"d (2 Person) sit-down			
Telecommunications Backboard	1	28	28
8'w x 8'h wall-mounted fire-rated plywood			
Telephone Central Station	1	0	0
Telephone Handset	13	0	0
TV Monitor, 20"	1	0	0
21"w x 20"d x 19"h			
TV Monitor, 55" Projection HDTV Screen	1	20	20
43"w x 24"d x 51"h			
TV/VCR Player	1	18	18
Combination unit - 15"w x 15"d x 16"h			
Uninterruptible Power Supply (UPS), Multiple Devices	1	10	10
Floor mount - 12"w x 24"d x 72"h			
Vendor Card Encoder/Dispenser	1	0	0
Wall-mount			
Video Cassette Player/Recorder	1	0	0
16"w x 11"d x 4"h			
Video Conferencing System	1	25	25
Mobile monitor, & camera w/ controls			

Spatial Relationships for all Library Divisions

Browsing

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, CD, DVD, or video cassette, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Library, and then return to the Browsing Area to select a book for themselves. The Children's Library should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the New Book Display Area, go on to the Fiction Collection to select additional books and return to the Circulation Desk before leaving the library.

CLOSE:

> Children's Library
> Circulation Services
> Library Entrance
> Fiction Collection

Children's Library

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be just inside the security system and very near the Circulation Desk. When children and parents come out of the Children's Library, they should literally run into the Circulation Desk. This relationship will facilitate the circulation of children's books. The entrance to the Children's Library should be very close to the Browsing Area. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

ADJACENT:

> Circulation Services
> Library Entrance

CLOSE:

> Browsing
> Information Services Station

AWAY:

> Non-Fiction Collection
> Reference Services
> Young Adult Services

Circulation Services

The Circulation Services Division should be centrally located where all library patrons will pass through it when entering or exiting the library building. An exterior drive through pick up and return may be desirable if this is feasible architecturally.

ADJACENT:
> Library Entrance

CLOSE:
> Browsing
> Children's Library
> Reference Services
> Young Adult Services

Fiction Collection

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the Browsing Area. Many of the library patrons are exclusive fiction readers and will exit the library via the Circulation Desk immediately upon making a selection in the stacks.

CLOSE:
> Browsing
> Circulation Services

PROXIMITY:
> Library Entrance
> Reference Services
> Non-Fiction Collection

Homework Center

The Homework Center should be easily accessible from the main entrance of the library.

CLOSE:
> Circulation Services

PROXIMITY:
> Library Entrance

International Languages

The International Languages Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the area after passing through the security gates and the Browsing Area. Many library patrons may read exclusively in Non-English languages, and will exit the library via the Circulation Desk after making a selection in the stacks. The International Languages Area should be located near the Fiction Collection since they share the same adjacency requirements and can share a seating area.

ADJACENT:
Fiction
CLOSE:
Browsing
Circulation Services
PROXIMITY:
Library Entrance
Reference Services
Non-Fiction Collection

Library Entrance

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the Public Meeting Room. It should be conveniently located to allow access to both. The Library Entrance Division must be able to be locked off and separated from the library so that the meeting room and ancillary services can be open when the library is closed.

ADJACENT:
Circulation Services
Public Conference Room
Meeting Room
CLOSE:
Browsing
Children's Library
PROXIMITY:
Fiction Collection
Reference Services
AWAY:
General Building Services

Non-Fiction Collection

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Reference Services Division before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:
> Reference Services

PROXIMITY:
> Fiction Collection

AWAY:
> Children's Library

Periodicals Collection

In some libraries, the Periodicals Collection Area is near the front of the library close to the new books or part of the Browsing Area. The Back Issues and Current Magazine and Newspaper Area can be located anywhere in the adult library as long as the public can find it easily and the space is relatively quiet. Access to the Circulation Division and to the Copy Center is desirable.

PROXIMITY:
> Circulation Services
> Copy Center

Public Meeting Rooms

The major spatial relationship of this division is to the Library Entrance Division. Since the Meeting Room might be in use when the rest of the library is closed, access must be provided through the main lobby to the Meeting Room and to the Public Rest Rooms without compromising the library's security.

ADJACENT:
> Library Entrance

Reference Services

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first and then the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Collection, both of which should be highly visible from the entrance to the Public Entrance and Lobby.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively.

While the Young Adult Services Division should not be too close to the Reference Services Division, it should be in the proximity so that young adults can begin to use reference materials. The Periodicals Collection should be in the proximity of Reference Services so that staff can assist patrons, who have been searching periodical indexes to locate back issues. The Reference Services Division should be as far away from the Children's Library as possible to avoid disturbance from noise in the Children's Library.

ADJACENT:
> Non-Fiction Collection

CLOSE:
> Circulation Services

PROXIMITY:
> Young Adult Services

AWAY:
> Children's Library

Young Adult Services

The YA Division should be relatively close to the Circulation Services Division so that staff can supervise the young people. It should be in the proximity of the Reference Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Reference Services because the noise generated in the YA Division may disturb the patrons who need quiet for study or research. The Young Adult Services Area should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

PROXIMITY:
> Circulation Services
> Reference Services

AWAY:
> Children's Library

Division Name

Space Name
Description/Detail Data

BROWSING

Browsing Area

The Browsing Area should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's Library since many patrons will browse for new books and AV materials while their children attend a program in the Children's Library.

CLOSE:

Children's Entrance (Interior)
Circulation Desk
Public Entrance & Lobby

PROXIMITY:

Fiction Collection & Seating
International Languages

AWAY:

Non-Fiction Collection & Seating
Reference Collection & Seating

CHILDREN'S LIBRARY

Children's Collection & Seating

The Children's Collection and Seating Area needs to be close to the Children's Entrance and the Circulation Desk or Information Services Station so that staff can supervise the area. It should also be close to the Information Services Station so that staff can assist young children.

CLOSE:

Circulation Desk
Children's Entrance (Interior)
Information Services Station

PROXIMITY:

Children's Reference & Technology Area
Children's Rest Room
Homework Center

Children's Program Area

The Children's Program Area should be within sight of the Circulation Desk or Information Services Station and close to the Children's Collection and Seating Area.

CLOSE:

Children's Collection & Seating
Children's Rest Rooms

PROXIMITY:

Circulation Desk
Information Services Station
Meeting Room

CHILDREN'S LIBRARY

Children's Reference & Technology Area

The Children's Reference & Technology Area must be adjacent or very close to the Information Services Station which is designed to serve the information needs of both children and adults. It should also be reasonably close to the Circulation Desk for quick access by staff.

ADJACENT:

> Children's Entrance (Interior)
> Information Services Station

CLOSE:

> All Other Spaces In The Children's Library

PROXIMITY:

> Copy Center

Children's Rest Room

The Children's Rest Room should be convenient from the entrance to the Children's Library, but not too close to the entrance to the main library to discourage use of this rest room by adults. The Children's Rest Room is exclusively for children and for parents accompanying children. It should be easily accessible from the Children's Collection and Seating Area and the Children's Program Area.

ADJACENT:

> Children's Entrance (Interior)

CLOSE: All Other Spaces in the Children's Library

PROXIMITY:

> Circulation Desk

Children's Storage & Supply Room

The Chidren's Storage and Supply Room should be located near the Children's Program Area.

CIRCULATION SERVICES

Book Return Room

The Book Return Room must be adjacent to the Staff Workroom and the Lobby of the building and/or the outside near the front entrance. Patrons should be able to deposit library materials into this room from the lobby or from the exterior of the building for after hours return. If feasible, a drive through book return and pick-up could be included here.

For patron convenience, a separate set of exterior book and AV return units (preferably with driver's side drop off) may be included in the parking lot. These exterior units should be relatively close to an entrance to the library on a relatively flat path, so that staff can unload library materials and push book carts to the Staff Workroom.

ADJACENT:

> Public Entrance & Lobby
> Staff Workroom

CLOSE:

> Circulation Desk

Branch Manager's Office

The circulation staff should be easily supervised from this office which requires sight lines to the Circulation Desk. The office should be easily accessible from the Circulation Desk if problems arise with patrons. Patrons should be able to access the office without going behind the Circulation Desk or into any of the back-of-house spaces.

ADJACENT:

> Staff Workroom

CLOSE:

> Circulation Desk

PROXIMITY:

> Public Entrance & Lobby

CIRCULATION SERVICES

Circulation Desk

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. The library staff at the Circulation Desk should have good sight lines and easy access to the security system gates and the entrance to the Public Rest Rooms.

The Circulation Desk should be adjacent to the Staff Workroom and Branch Manager's Office, and close to Book Return Room and the Copy Center. It should be close to the Children's Library since there is no separate public service desk for the Children's Room. It should also be close to the Browsing Area, Reference Collection and the On-line Public Access Catalogs.

ADJACENT:
> Public Entrance & Lobby
> Staff Workroom

CLOSE:
> Book Return Room
> Branch Manager's Office
> Browsing Area
> Children's Collection & Seating
> Children's Entrance (Interior)
> Children's Program Area
> Children's Reference & Technology Area
> Children's Rest Room
> Copy Center
> Homework Center
> On-line Public Access Catalog (OPAC)

PROXIMITY:
> Public Rest Rooms
> Young Adult Collection & Seating

Computer/Telecommunications Room

This space must be located in a secure non-public area and easily accessible from the Staff Workroom. The distance from this room to other telecommunications closets or terminal locations cannot exceed 300 feet.

CIRCULATION SERVICES

Copy Center

The Copy Center should be visible from the Public Entrance and Lobby and the Circulation Desk. Staff at the Circulation Desk should have sight lines into the Copy Center to provide supervision and assistance.

ADJACENT:
> Circulation Desk

CLOSE:
> Children's Reference & Technology Area
> Information Services Station
> Public Entrance & Lobby
> Reference Collection & Seating

PROXIMITY:
> Back Issues Periodicals
> Current Magazine & Newspaper Display & Seating
> Non-Fiction Collection & Seating

Custodial Sink & Storage Room

The Custodial Room should be adjacent to the Staff Workroom where it will be convenient for the custodians who clean the library.

ADJACENT:
> Staff Workroom

CLOSE:
> Staff Entrance & Lobby
> Staff Lounge
> Staff Rest Rooms

PROXIMITY:
> Public Entrance & Lobby
> Public Rest Rooms

General Library Storage Room

This area should be close to the Staff Entrance. It should be easily accessible to the Staff Workroom and Circulation Desk.

ADJACENT:
> Staff Workroom

CLOSE:
> Staff Entrance & Lobby

PROXIMITY:
> Circulation Desk

CIRCULATION SERVICES

Shipping & Receiving

Shipping and Receiving must be adjacent to any service or staff entrance, close to General Library Storage Room, and in the proximity of the Staff Workroom and the Computer/ Telecommunications Room.

ADJACENT:

        Staff or Service Entrance

CLOSE:

        General Library Storage Room

PROXIMITY:

        Computer/Telecommunications Room

        Staff Workroom

Staff Entrance & Lobby

The Staff Entrance must be close to the Staff Workroom and the General Library Storage. There should be direct access to the Staff Lounge and the Custodial Sink and Supply Closet. The positioning of the Staff Entrance relative to exterior spaces such as staff parking and pedestrian access is critical.

ADJACENT:

        Staff Workroom

CLOSE:

        General Library Storage

PROXIMITY:

        Custodial Sink & Supply Closet

        Staff Lounge

        Staff Parking

Staff Lounge

The Staff Lounge should be adjacent to the Staff Rest Room which should not open directly into the Staff Lounge. The Staff Lounge should be adjacent to the Staff Workroom and in the proximity of the Staff Entrance and the Custodial Sink and Supply Closet.

ADJACENT:

        Staff Rest Room

        Staff Workroom

CLOSE:

        Custodial Sink & Supply Closet

        Staff Entrance

CIRCULATION SERVICES

Staff Rest Rooms

The Staff Rest Rooms should be adjacent to the Staff Lounge but should not open into the lounge. These Rest Rooms are not accessible to the public. They should be close to the Staff Entrance and in the proximity of the workroom and the Custodial Sink and Storage Room.

ADJACENT:

> Staff Lounge
> Staff Workroom

CLOSE:

> Custodial Sink & Supply Closet

Staff Workroom

The Book Return Room, Hercules Library Branch Manager's Office, and Circulation Desk should all be immediately adjacent to the Staff Workroom. Staff will move frequently between each space, but particularly between the desk and the workroom. For this reason, not only should there be easy access between the spaces, there should also be a sight line between the workroom and the Circulation Desk so that staff can fill in if a line forms at the desk.

ADJACENT:

> Book Return Room
> Branch Manager's Office
> Circulation Desk
> Computer/Telecommunications Room

CLOSE:

> Staff Entrance
> Staff Lounge
> Staff Rest Room

PROXIMITY:

> General Library Storage
> Custodial Sink & Storage Room

FICTION COLLECTION

Fiction Collection & Seating

The Fiction Collection and Seating Area should be located toward the front of the library in proximity to either the Circulation Desk or the Information Services Station and the main entrance to the library. The Fiction Collection should also be in proximity to the Browsing Area and the OPACs. Information Services Station staff will provide reader's advisory assistance. Large print books, which will be located near the Fiction Collection, should be easy to find. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low and is located in a well-lighted area. The Fiction Collection should be located near the International Languages Collection since they share the same adjacency requirements and can share a seating area.

CLOSE:
> Browsing Area
> Circulation Desk
> International Languages Collection & Seating

PROXIMITY:
> Non-Fiction Collection & Seating
> On-line Public Access Catalog (OPAC)
> Public Entrance & Lobby

HOMEWORK CENTER

Homework Center

The Homework Center should be located close to the library entrance with sightlines to the Circulation Desk so staff at the desks can supervise the space and provide assistance to students.

PROXIMITY:
> Circulation Desk (Sight Lines)
> Library Entrance

INTERNATIONAL LANGUAGES

International Languages Collections

The International Languages Collections should be located toward the front of the library in proximity to either the Circulation Desk or the Information Services Station and the main entrance to the library. The area should also be in proximity to the Fiction Collection since they share the same adjacency requirements and can share a seating area.

CLOSE:
> Browsing Area
> Circulation Desk
> Fiction Collection & Seating

PROXIMITY:
> Non-Fiction Collection & Seating
> On-line Public Access Catalog (OPAC)
> Public Entrance & Lobby

LIBRARY ENTRANCE

Friends' Bookstore and Café

The Friends' Bookstore and Café must be adjacent to the Public Entrance and Lobby and highly visible as people enter and exit the library.

ADJACENT:

       Public Entrance & Lobby

CLOSE:

       Kitchenette
       Meeting Room
       Public Conference Room

Public Entrance & Lobby

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. Access to the Public Conference Room, Meeting Room, Public Rest Rooms, and Circulation Area should be off the lobby.

ADJACENT:

       Circulation Desk
       Public Conference Room
       Friends' Bookstore
       Kitchenette
       Meeting Room
       Public Rest Rooms

CLOSE:

       Browsing Area
       Children's Entrance
       Copy Center

PROXIMITY:

       Branch Manager's Office
       On-line Public Access Catalog

Public Rest Rooms

The Public Rest Rooms must be just off the Lobby and close to the Public Conference Room and the Meeting Room. The entrance to the rest rooms should be easy to find and convenient to the Meeting Room. The entrance to the rest rooms should be visible from the Circulation Desk if possible.

ADJACENT:

       Public Entrance & Lobby

CLOSE:

       Public Conference Room
       Meeting Room

PROXIMITY:

       Circulation Desk
       Custodial Sink & Storage Room

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

The Non-Fiction Collection and Seating Area should be easily accessible and in the proximity of the Information Services Station (for assistance), Circulation Desk, Copy Center, Reference Collection, and the Fiction Collection. It should be located away from the noise of the Children's Area.

PROXIMITY:

    Circulation Desk
    Copy Center
    Fiction Collection & Seating
    Information Services Station
    Reference Collection & Seating

AWAY:

    Children's Library

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

The location of the Current Magazine and Newspaper Display Area is flexible. While some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from the heavy traffic near the Library Entrance. This space, the "living room" of the library, should be a relaxing environment where patrons can read magazines and newspapers at their leisure. Wherever it is located, it will be advantageous if the staff at the Information Services Desk can provide supervision and assistance as needed.

PROXIMITY:

    Copy Center
    Information Services Station

PUBLIC MEETING ROOMS

AV, Chair & Table Storage Room

This room must be adjacent to the Meeting Room so that equipment can be moved back and forth easily. The door to the room should open directly into the Meeting Room.

ADJACENT:

    Meeting Room

Custodial Sink & Supply Closet

The closet can be located anywhere in the Division as long as it is convenient for the custodians who clean the Meeting Room and Public Rest Rooms.

CLOSE:

    Public Conference Room
    Meeting Room
    Public Rest Rooms

PUBLIC MEETING ROOMS

Kitchenette

The Kitchenette should be adjacent to the rear entrance of the Meeting Room so that refreshments can be brought in without disturbing a meeting or program. The Kitchenette should also be adjacent to the lobby where refreshments will be served. A pass through window might be included, so that light refreshments can be served without having to set up separate tables.

ADJACENT:

> Public Conference Room
> Meeting Room
> Public Entrance & Lobby

Meeting Room

The Meeting Room should be easily accessible from the Public Entrance and Lobby and readily accessible to the Public Rest Rooms. The Kitchenette should be adjacent to the rear entrance of the Meeting Room so that refreshments can be brought in without disturbing a meeting or program. A pass-through window might be included, so that light refreshments can be served without having to set up separate tables.

ADJACENT:

> AV, Chair & Table Storage Room
> Kitchenette
> Public Entrance & Lobby

CLOSE:

> Public Conference Room
> Custodial Sink & Supply Closet
> Public Rest Rooms

Public Conference Room

The Public Conference Room should be adjacent to the Public Entrance and Lobby of the building and readily accessible to the Public Rest Rooms, the Meeting Room, the Kitchenette and the AV, Chair & Table Storage Room. It should be accessible and available for use when the library is closed.

ADJACENT:

> Public Entrance & Lobby

CLOSE:

> AV, Chair & Table Storage Room
> Kitchenette
> Meeting Room

PROXIMITY:

> Custodial Sink & Supply Closet
> Public Rest Rooms

REFERENCE SERVICES

Information Services Station

The Reference Desk is the hub of both the Children's Library and the Reference Services Division and should be a predominant, easily identifiable feature. It must be adjacent to the OPACs and the Reference Collection for supervision and to assist patrons. The Desk should also be close to the Non-Fiction Collection, the Copy Center and the Study/Tutoring Rooms.

ADJACENT:

      Children's Library
      On-line Public Access Catalog (OPAC)
      Reference Collection & Seating

CLOSE:

      Copy Center
      Current Magazine & Newspaper Display & Seating
      Fiction Collection & Seating
      International Languages
      Non-Fiction Collection & Seating
      Public Entrance & Lobby
      Study/Tutoring Rooms
      Young Adult Collection & Seating

On-line Public Access Catalog (OPAC)

The OPAC cluster must be close to the Information Services Station and/or the Circulation Desk, so that the staff can assist patrons using the OPACs, and patrons can easily reach staff when they have questions. The OPAC cluster should be close to the Non-Fiction Collection and Reference Collection since many patrons will proceed from an OPAC to the stacks after finding a citation.

ADJACENT:

      Information Services Station
      Non-Fiction Collection & Seating
      Reference Collection & Seating

CLOSE:

      Circulation Desk

PROXIMITY:

      Public Entrance & Lobby

REFERENCE SERVICES

Reference Collection & Seating

The Reference Collection and Seating Area must be close to the Information Services Station and the Copy Center, and adjacent to the OPACs and the Study/Tutoring Rooms.

ADJACENT:

On-Line Public Access Catalog (OPAC)
Study / Tutoring Rooms

CLOSE:

Information Services Station
Copy Center

PROXIMITY:

Non-Fiction Collection & Seating

AWAY:

Children's Entrance

Study/Tutoring Room A

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Circulation Desk or the Information Services Station.

ADJACENT:

Reference Collection & Seating
Study/Tutoring Room B

PROXIMITY:

Information Services Station

Study/Tutoring Room B

This room should be visible from the Circulation Desk or the Information Services Station.

ADJACENT:

Reference Collection & Seating
Study/Tutoring Room A

PROXIMITY:

Information Services Station

YOUNG ADULT SERVICES

Young Adult Collection & Seating

The Young Adult Collection & Seating area should be adjacent to the Study/Tutoring Rooms in the Reference area. It should be near the Circulation Desk so that staff may supervise and assist the young adults, but the space should not be near the Children's Library.

PROXIMITY:

Circulation Desk

AWAY:

Children's Library

Spatial Relationships for all Library Divisions

Browsing

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, CD, DVD, or video cassette, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Library, and then return to the Browsing Area to select a book for themselves. The Children's Library should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the New Book Display Area, go on to the Fiction Collection to select additional books and return to the Circulation Desk before leaving the library.

CLOSE:

>> Children's Library
>> Circulation Services
>> Library Entrance
>> Fiction Collection

Children's Library

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be just inside the security system and very near the Circulation Desk. When children and parents come out of the Children's Library, they should literally run into the Circulation Desk. This relationship will facilitate the circulation of children's books. The entrance to the Children's Library should be very close to the Browsing Area. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

ADJACENT:

>> Circulation Services
>> Library Entrance

CLOSE:

>> Browsing
>> Information Services Station

AWAY:

>> Non-Fiction Collection
>> Reference Services
>> Young Adult Services

Circulation Services

The Circulation Services Division should be centrally located where all library patrons will pass through it when entering or exiting the library building. An exterior drive through pick up and return may be desirable if this is feasible architecturally.

ADJACENT:
> Library Entrance

CLOSE:
> Browsing
> Children's Library
> Reference Services
> Young Adult Services

Fiction Collection

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the Browsing Area. Many of the library patrons are exclusive fiction readers and will exit the library via the Circulation Desk immediately upon making a selection in the stacks.

CLOSE:
> Browsing
> Circulation Services

PROXIMITY:
> Library Entrance
> Reference Services
> Non-Fiction Collection

Homework Center

The Homework Center should be easily accessible from the main entrance of the library.

CLOSE:
> Circulation Services

PROXIMITY:
> Library Entrance

International Languages

The International Languages Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the area after passing through the security gates and the Browsing Area. Many library patrons may read exclusively in Non-English languages, and will exit the library via the Circulation Desk after making a selection in the stacks. The International Languages Area should be located near the Fiction Collection since they share the same adjacency requirements and can share a seating area.

ADJACENT:

        Fiction

CLOSE:

        Browsing
        Circulation Services

PROXIMITY:

        Library Entrance
        Reference Services
        Non-Fiction Collection

Library Entrance

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the Public Meeting Room. It should be conveniently located to allow access to both. The Library Entrance Division must be able to be locked off and separated from the library so that the meeting room and ancillary services can be open when the library is closed.

ADJACENT:

        Circulation Services
        Public Conference Room
        Meeting Room

CLOSE:

        Browsing
        Children's Library

PROXIMITY:

        Fiction Collection
        Reference Services

AWAY:

        General Building Services

Non-Fiction Collection

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Reference Services Division before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:
> Reference Services

PROXIMITY:
> Fiction Collection

AWAY:
> Children's Library

Periodicals Collection

In some libraries, the Periodicals Collection Area is near the front of the library close to the new books or part of the Browsing Area. The Back Issues and Current Magazine and Newspaper Area can be located anywhere in the adult library as long as the public can find it easily and the space is relatively quiet. Access to the Circulation Division and to the Copy Center is desirable.

PROXIMITY:
> Circulation Services
> Copy Center

Public Meeting Rooms

The major spatial relationship of this division is to the Library Entrance Division. Since the Meeting Room might be in use when the rest of the library is closed, access must be provided through the main lobby to the Meeting Room and to the Public Rest Rooms without compromising the library's security.

ADJACENT:
> Library Entrance

Reference Services

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first and then the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Collection, both of which should be highly visible from the entrance to the Public Entrance and Lobby.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively.

While the Young Adult Services Division should not be too close to the Reference Services Division, it should be in the proximity so that young adults can begin to use reference materials. The Periodicals Collection should be in the proximity of Reference Services so that staff can assist patrons, who have been searching periodical indexes to locate back issues. The Reference Services Division should be as far away from the Children's Library as possible to avoid disturbance from noise in the Children's Library.

ADJACENT:
>   Non-Fiction Collection
CLOSE:
>   Circulation Services
PROXIMITY:
>   Young Adult Services
AWAY:
>   Children's Library

Young Adult Services

The YA Division should be relatively close to the Circulation Services Division so that staff can supervise the young people. It should be in the proximity of the Reference Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Reference Services because the noise generated in the YA Division may disturb the patrons who need quiet for study or research. The Young Adult Services Area should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

PROXIMITY:
>   Circulation Services
>   Reference Services
AWAY:
>   Children's Library

FUNCTIONAL ACTIVITY

The primary function of the Browsing Division is for the display of new books, topical displays, and other high use portions of the library. The audio book cassette and CD collections will be housed in the Browsing area along with the video cassette, audio CD and DVD collections. The audio book collections, which will represent nearly 25% of the multimedia collections and were frequently requested in community meetings, are particularly important to this community which is heavily populated with commuters.

The Browsing Area will provide an attractive display of recent library acquisitions in a comfortable setting.

SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, CD, DVD, or video cassette, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Library, and then return to the Browsing Area to select a book for themselves. The Children's Library should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the New Book Display Area, go on to the Fiction Collection to select additional books and return to the Circulation Desk before leaving the library.

CLOSE:

        Children's Library
        Circulation Services
        Library Entrance
        Fiction Collection

DIVISION SPACE SUMMARY	Sq. Ft.
Browsing Area	482
TOTAL:	**482**

Browsing Area   482 Sq. Ft.

Functional Activity

This area houses the audio-visual collections and the new library books, some of which will be displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse while standing, but occasionally they will want to sit for brief periods to examine a book more closely. This area should have the appearance and feel of a retail space and the shelving which houses the books should be attractive display units.

Occupancy

READER SEATS: 4

Collections

This area will house the new book and the audio-visual collections.

Relationships

The Browsing Area should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's Library since many patrons will browse for new books and AV materials while their children attend a program in the Children's Library.

CLOSE:
>> Children's Entrance (Interior)
>> Circulation Desk
>> Public Entrance & Lobby

PROXIMITY:
>> Fiction Collection & Seating
>> International Languages

AWAY:
>> Non-Fiction Collection & Seating
>> Reference Collection & Seating

Flexibility

This area may need to be expanded in the future, but it would not be a large increase in space. Flexibility should be a goal.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:
>> Acoustical tile

WALLS:
>> Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
>> Fabric wall covering; Corner guards for columns and walls; Hanging track;
>> Vinyl or carpet cove base

FLOOR:
>> Anti-static carpet tile or heavy weight commercial anti-static carpet
>> with enhanced backing (No carpet pad permitted)

Access

The Browsing Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined on Page 8-13 of the General Requirements Chapter. Shelving height is unrestricted unless

an attendant will not be available, and then it is limited to 54" above the finished floor.

Accessible reader seats and technology workstations, which meet the requirements outlined in the General Requirements Chapter on Page 8-14 will be available nearby in the Reference Collection and Seating Area.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This area will be fairly noisy because of its heavy use and its proximity to the Circulation Desk and Public Entrance. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep the noise in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for reading or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in book display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. The use of accent lighting is encouraged to help draw patrons to this area. Provide high quality, non-glare light in the seating areas for reading.

Telecommunications

Provide one single data drop (jack) for a minimum of two future technology workstations in the Browsing Area for future growth. Outlets can be wall-mounted or in recessed floor boxes accommodating two, four or more drops (jacks).

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter on Page 8-10.

Security

This area will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Desk to the Browsing Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Circulation Desk. This directional sign ("New Books" or "Audio-Visual Area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("New Books" or "Audio-Visual Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "New Books Circulate for One Week"), and donor recognition plaques.

Dedicated electrical outlets will be co-located with data jacks in sufficient number including future growth. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	**5**	**12**	**60**
3'W x 12"D unit w/end panels & canopy top			
750 Audio Book Cassette			
42" Aisle DF 58"H Bookstore Display Shelving	**1**	**30**	**30**
3'W x 36"D w/10 angled shelves			
30 New Books (Face Out)			
42" Aisle DF 58"H Bookstore Display Shelving	**2**	**30**	**60**
3'W x 36"D w/10 angled shelves			
370 New Books			
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes	**3**	**12**	**36**
3'W x 12"D unit - 96 audio CD's / box			
950 Audio Compact Disc (CD)			
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes	**2**	**12**	**24**
3'W x 12"D unit - 96 audio CD's / box			
640 Audio Book CD (CD ROM)			
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes	**3**	**12**	**36**
3'W x 12"D unit - 96 DVD / box			
950 DVD			
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs	**4**	**20**	**80**
3'W x 24"D unit - 28 video cassettes/shelf			
1100 Video Cassette			
Description of Furniture & Equipment Units			
Chair, Lounge	**4**	**35**	**140**
36"w x 36"d			
Table, End	**1**	**12**	**12**
30"w x 30"d x 20"h			
Waste Basket	**1**	**4**	**4**
13"w x 15"d x 15"h			

CHILDREN'S LIBRARY   3,180 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Children's Library is to provide library materials and programs for children up to 12 years of age. This area must be exciting and interesting to young children. The children's staff provides guidance in the choice of books and AV materials, presents story hours and programs, and prepares craft activities.

The architect and interior designer are encouraged to develop a motif from children's literature that will spark the imagination of the children using the library. The Children's Library is not just a scaled down adult library, nor is it desirable to have children view it as a romper room. The Children's Library should encourage children to have fun by developing an interest in books, reading, and information seeking skills.

SPATIAL RELATIONSHIPS

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be just inside the security system and very near the Circulation Desk. When children and parents come out of the Children's Library, they should literally run into the Circulation Desk. This relationship will facilitate the circulation of children's books. The entrance to the Children's Library should be very close to the Browsing Area. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library.

ADJACENT:
> Circulation Services
> Library Entrance

CLOSE:
> Browsing
> Information Services Station

AWAY:
> Non-Fiction Collection
> Reference Services
> Young Adult Services

DIVISION SPACE SUMMARY	Sq. Ft.
Children's Collection & Seating	1,924
Children's Program Area	300
Children's Reference & Technology Area	765
Children's Rest Room	N/A
Children's Storage & Supply Room	191
TOTAL:	**3,180**

Children's Collection & Seating   1,924 Sq. Ft.

Functional Activity

This area of the Children's Library houses the print and audio-visual collections for children. The collections consist primarily of fiction, non-fiction, picture books, easy readers, international languages, paperbacks and audio-visual collections.

Occupancy

CHILDREN'S READER SEATS: 28

Collections

This area will house all juvenile fiction and non-fiction, easy readers, picture books, new books, media kits, current and back issues of periodicals, DVDs, CDs, video cassettes, new books for children, international language collections, and paperbacks.

Relationships

The Children's Collection and Seating Area needs to be close to the Children's Entrance and the Circulation Desk or Information Services Station so that staff can supervise the area. It should also be close to the Information Services Station so that staff can assist young children.

CLOSE:
>   Circulation Desk
>   Children's Entrance (Interior)
>   Information Services Station

PROXIMITY:
>   Children's Reference & Technology Area
>   Children's Rest Room
>   Homework Center

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

This space should be colorful and playful and should be designed around a theme that is appealing to young children. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING:
>   Acoustical tile

WALLS:
>   Vinyl or Fabric with tackable panels for sound absorption; Vinyl or
>   carpet cove base; Hanging track

FLOOR:
>   Anti-static carpet tile or heavy weight commercial carpet with
>   enhanced backing (No carpet pad permitted)

Access

The Children's Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined on Page 8-13 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

Accessible reader seats and technology workstations will be available nearby in the Children's Reference Collection and Seating Area.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements outlined in the Signage Space Detail.

Acoustics

This will be a highly noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter on Page 8-10.

Telecommunications

Provide a minimum of one single data drop (jack) per reader seat, with network connectivity to every table and carrel; i.e., one quad data jack per reader table for four and one duplex for every carrel. The outlets can be wall-mounted at 6" above the table surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets will meet the criteria outlined on Page 8-10 of the General Requirements Chapter.

Security

This area will be supervised by the staff at the Information Services Desk. Sight lines from the desk to the Children's Collection and Seating Area should be unobstructed.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Entrance and Children's Reference and Technology Area. This directional sign ("Children's Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a

matte, eggshell, or other non-glare finish. Permanent room identification signage ("Children's Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Picture Books," "Easy Readers," "Non-fiction" and "International Languages." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Quiet Please"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one 20 amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 58"H Bookstore Display Shelving	**2**	**27**	**54**
3'W x 36"D w/10 angled shelves			
300 New Books			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	**12**	**18**	**216**
3'W x 24"D unit w/end panels & canopy top			
4305 Juvenile Fiction			
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves	**33**	**18**	**594**
3'W x 24"D unit w/end panels & canopy top			
10200 Juvenile Non-Fiction			
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelvs	**4**	**12**	**48**
3'W x 12"D unit w/ flip up sloping shelf & shelf underneath			
20 Children's Current Magazines			
36" Aisle SF 45"H Steel Shelving W/ 2 Shelves	**2**	**12**	**24**
3'W x 12"D unit w/end panels & canopy top			
240 Media Kit (Audio Cassette W/ Book)			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	**3**	**12**	**36**
3'W x 12"D unit w/end panels & canopy top			
1163 Juvenile International Languages			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	**8**	**12**	**96**
3'W x 12"D unit w/end panels & canopy top			
1850 Children's Paperbacks			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	**2**	**12**	**24**
3'W x 12"D unit w/end panels & canopy top			
30 Children's Back Issue Magazines			
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves	**11**	**20**	**220**
3'W x 24"D unit w/end panels & canopy top			
3920 Children's Picture Books			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	**4**	**20**	**80**

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
3'W x 24"D unit w/end panels & canopy top			
2100 Children's Easy Readers			
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes	**2**	**12**	**24**
3'W x 12"D unit - 96 audio CD's / box			
375 Audio Compact Disc (CD)			
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes	**2**	**12**	**24**
3'W x 12"D unit - 96 DVD / box			
600 DVD			
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs	**1**	**20**	**20**
3'W x 24"D unit - 28 video cassettes/shelf			
280 Video Cassette			

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Child's	**24**	**0**	**0**
14"w x 13"d x 10-16"h			
Chair, Child's Lounge	**4**	**20**	**80**
21"w x 19"d			
Table, Children's	**4**	**90**	**360**
72"w x 36"d x 21-26"h (6 Person)			
Table, Drum	**2**	**8**	**16**
24"diameter x 15" - 24"h			
Waste Basket	**2**	**4**	**8**
13"w x 15"d x 15"h			

Children's Program Area | 300 Sq. Ft.

Functional Activity

This area will provide space for many different kinds of activities and programs including story hour presentations, puppet shows, audio-visual programming, and arts and crafts activities. Generally, children will sit in a semi-circle with library staff making a presentation, or a projection screen or TV monitor will be the focus of their attention. At other times, tables will be set up for children to participate in projects. Staff will work closely with children during activities and presentations; otherwise the space should be open for additional seating so that children may read unattended, but still be under the supervision of the library's staff and their parents.

Occupancy

CHILDREN'S MEETING ROOM SEATS: 30

Relationships

The Children's Program Area should be within sight of the Circulation Desk or Information Services Station and close to the Children's Collection and Seating Area.

CLOSE:
  Children's Collection & Seating
  Children's Rest Rooms
PROXIMITY:
  Circulation Desk
  Information Services Station
  Meeting Room

Flexibility

The area should be flexible. The space may be enclosed if a view of the interior of the room is provided, or it may be separated from the rest of the Children's Library by a folding partition door or curtain during program times.

Fenestration

Natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

This space presents an opportunity for the architect and interior designer to provide a special atmosphere for children. Since it will be the focus of many group activities and will be used by many children in the community, it should create a positive, fun and lasting impression. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, colorful, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injuries to children, there should be no sharp corners or edges.

CEILING:
  Acoustical tile
WALLS:
  Vinyl or Fabric with tackable acoustical panels for sound absorption and display; Vinyl or carpet cove base
FLOOR:
  Anti-static carpet tile or Vinyl tile; Game rug; Vinyl tile at sink and craft area

Access

The Children's Program Area will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height. Accessible seating locations, with an equal

view and a companion location, must be available and the use of a stepped seating can not preclude universal access.

The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of operating force can be required to operate the faucets.

If use of the sink is essential to an employee's job, (e.g., cleaning up craft projects), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Portable assistive listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

Acoustics

This will be a noisy area and must be buffered from the rest of the Children's Library to the extent possible. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. A white noise or sound masking system may be required to provide an appropriate environment for programs or presentations.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in program area.

Illumination

Light levels of 50 foot candles at table tops are preferred, but at least 30 to 40 foot candles must be maintained. Wall washers around the perimeter of the room can also be used to highlight artwork displayed on the walls. A spot lighting system will allow flexible highlighting of the stage/story teller's position. Non-glare producing lighting is necessary since this area may be occasionally used for computer purposes.

All lighting must be controlled at any puppet stage/story teller's position. The program area lights may be controlled with regular toggle switches, but there should also be some lighting which is dimmable so that the lamps may be dimmed during programs which may require darkness. Lighting should be zoned with bi-level switching so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the audio-visual presentation location; and one standard quad

communications outlet (two voice and two data) co-located with associated power at the wall 6" above any perimeter counters or 15" above the finished floor at a table location to support a phone or supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Children's Program Area. See also Audio-Visual Space Detail.

Audio - Visual

Provide a video presentation system consisting of a monitor (TV or flat plasma screen) and appropriate video source devices. Sources may include ½" VHS videotape, DVD, and television. The video display monitor should have integrated speakers and sound system and the ability to switch between multiple inputs. The display should be sized appropriately to the size of the room and positioned to allow comfortable viewing by the children.

Security

This area will be supervised by staff at the Information Services Desk. Sight lines from the desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Children's Entrance and Children's Collection and Seating Area. This directional sign ("Story Area" or "Children's Programs") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Story Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs and maximum occupancy load signs, and may include restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Story Hours on Wednesday"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. GFI electrical outlets will be located at a minimum of 5-foot intervals at the sink area. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cabinets, Above Counter (Lockable)	7	0	0
1 linear foot x 24"d			
Cabinets, Below Counter (Lockable)	4	0	0
1 linear foot x 24"d			
Cabinets, Full Height (Lockable)	4	5	20
1 linear foot x 24"d			
Children's Craft Counter	1	30	30
4'w x 30"d - against wall			
Clock	1	0	0
Wall-mounted			
Cushion, Floor	30	7	210
16"w x 16"d			
DVD Player	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
17"w x 13"d x 5"h			
Projection Screen, Motorized Ceiling	1	0	0
Front projection			
Projector, Portable AV & Computer LCD/DLP	1	0	0
10"w x 14"d x 5"h - Multimedia (TV, VCR, DVD, Video, VGA-XGA Etc.) Projection			
Sink	1	18	18
36"w x 24"d - In counter			
TV/VCR Player	1	18	18
Combination unit - 15"w x 15"d x 16"h			
Waste Basket	1	4	4
13"w x 15"d x 15"h			

Children's Reference & Technology Area   765 Sq. Ft.

Functional Activity

The Children's Reference & Technology Area contains both the print reference collections and the children's technology stations. Seating is provided for patrons to use while consulting print reference materials or using technology workstations which provide access to the library's on-line catalog, electronic resources, and the Internet.

Occupancy

CHILDREN'S READER SEATS: 9 (1 accessible)
CHILDREN'S TECHNOLOGY WORKSTATIONS: 10 (2 accessible)

Collections

The Reference Collection consists of encyclopedias, dictionaries, indexes, atlases and other materials used to assist the children's staff in answering questions that children and parents may have.

Relationships

The Children's Reference & Technology Area must be adjacent or very close to the Information Services Station which is designed to serve the information needs of both children and adults. It should also be reasonably close to the Circulation Desk for quick access by staff.

ADJACENT:
> Children's Entrance (Interior)
> Information Services Station

CLOSE:
> All Other Spaces In The Children's Library

PROXIMITY:
> Copy Center

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:
> Acoustical tile

WALLS:
> Paint (Latex semi-gloss recommended); Corner guards; Hanging track;
> Vinyl or carpet cove base

FLOOR:
> Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Children's Reference Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined on Page 8-13 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

Two accessible technology workstations and one accessible reader table will be provided in this area. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements outlined in the Signage Space Detail.

Acoustics

This will be a moderately noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the technology workstations and printer locations with additional outlets provided for future growth. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter on Page 8-10.

Security

This area will be supervised by staff at the Information Services Desk. Sight lines from the Information Services Area to this area should not be obstructed.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the Children's Entrance, Children's Collection and Seating Area, and the Homework Center. This directional sign ("Children's Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Reference Collections") must be wall-mounted on

the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Encyclopedias" or "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve library materials"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one 20 amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves	**3**	**20**	**60**
3'W x 24"D unit w/end panels & canopy top			
350 Children's Reference			
Description of Furniture & Equipment Units			
Atlas Case, Child's	**1**	**25**	**25**
32"w x 21"d x 34"h w/ 4 shelves			
Book Truck	**1**	**10**	**10**
36"w x 24"d			
Chair, Juvenile	**9**	**0**	**0**
16"w x 16"d x 16-18"h			
Chair, Technology Workstation	**10**	**0**	**0**
21"w x 21"d			
Computer, Public Desktop	**10**	**0**	**0**
CPU, w/ monitor, keyboard & mouse			
Dictionary Stand, Child's	**1**	**12**	**12**
24"w x 14"d x 35"h w/ 2 shelves			
File Cabinet, Lateral (Two Drawer)	**2**	**20**	**40**
36"w x 18"d x 28"h			
Printer, Laser (B&W)	**2**	**0**	**0**
Table, Accessible - Adjustable Height (Manual)	**1**	**30**	**30**
36"w x 30"d x 22" – 50"h (1 Person) single surface			
Table, Juvenile	**2**	**85**	**170**
66"w x 36"d x 27"h (4 Person)			
Technology Carrel	**8**	**40**	**320**
41"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel, Adjustable (Manual) Height	**2**	**45**	**90**
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			
Waste Basket	**2**	**4**	**8**
13"w x 15"d x 15"h			

Functional Activity

This space is a public rest room for children. The size and number of accommodations will be determined by local building code and ADA requirements. The interior of the Children's Rest Room should be scaled appropriately, and be bright and colorful.

Relationships

The Children's Rest Room should be convenient from the entrance to the Children's Library, but not too close to the entrance to the main library to discourage use of this rest room by adults. The Children's Rest Room is exclusively for children and for parents accompanying children. It should be easily accessible from the Children's Collection and Seating Area and the Children's Program Area.

ADJACENT:
>Children's Entrance (Interior)

CLOSE: All Other Spaces in the Children's Library

PROXIMITY:
>Circulation Desk

Flexibility

Rather than expand the existing rest room, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless ADA accommodation requirements change.

Fenestration

No windows.

Finishes

This area must be as vandal resistant as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark-resistant and easy to clean. All fixtures should be sized for children.

CEILING:
>Water resistant gypsum board with epoxy paint

WALLS:
>Glazed ceramic tile with dark grout

FLOOR:
>Unglazed ceramic tile with dark grout; Floor drain

STALLS:
>Wall mounted high-density solid plastic or stainless steel

FIXTURES:
>Sinks: Self-activated
>Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate children's rest rooms are provided for children of each gender, then accessible facilities must also be provided for each gender. If unisex facilities are provided, then at least one accessible unisex facility will be provided within close proximity to the non-accessible facility.

The Children's Rest Rooms must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one side wall and 42" from the centerline to the opposite wall.

Specific fixture heights will be adjusted to meet the requirements of children. Some of these may vary from local codes and require a written finding. The top of the toilet seat should be 15" above finished floor. The toilet paper dispenser should be located a minimum of 19" high, within 6" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 29" with a knee clearance of 24" provided. Paper towel dispensers and automatic hand dryers which meet forward and side reach requirements will be provided. The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet requirements outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest room the appearance of being clean and safe.

Security

This area will be supervised by staff at the Information Services Desk. The entry door to the Children's Rest Room should be in the line of sight of staff at the desk.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Children", "Boys", or "Girls") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. GFI electrical outlets will be located at the sink area. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Commode	**1**	**0**	**0**
Rest room			
Diaper Changing Counter	**1**	**0**	**0**
36"w x 18"d			
Hand Dryer	**1**	**0**	**0**
12"w x 7"d x 10"h - wall-mounted			
Mirror, With Shelf	**1**	**0**	**0**
Above counter			
Paper Towel Dispenser	**1**	**0**	**0**
Wall-mounted			
Sink And Counter	**1**	**0**	**0**
Rest room			
Soap Dispenser	**1**	**0**	**0**
5"w x 4"d x 10"h - Wall-mounted			

Children's Storage & Supply Room   191 Sq. Ft.

Functional Activity

This room will be used to store tables and chairs and house audio-visual equipment that will be used in the Children's Program Area. Some AV equipment, such as the sound system, may be permanently located in this room and be operated from here. In addition some space should be available for storing children's services supplies, seasonal and holiday materials, collections and decorations.

Relationships

The Chidren's Storage and Supply Room should be located near the Children's Program Area.

Fenestration

No windows required.

Finishes

CEILING:
>	Acoustical tile

WALLS:
>	Paint (Latex semi-gloss recommended); Corner guards

FLOOR:
>	Vinyl tile

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

Illumination

Minimal lighting required (10 to 20 foot candles); enough to move tables and chairs and locate supplies. Utilize occupancy sensors or motion detectors for energy savings.

Telecommunications

If AV distribution equipment is located in this room, the signal must be distributed to the Children's Program Area and any other specified locations in the library. One standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Storage Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacle will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Furniture & Equipment Units

Box, Cardboard   5   4   20
In transition or storage

Dolly, Chair   2   15   30
2'w x 3'd w/ 10 - 20 chairs stacked

Dolly, Table   2   15   30
3'w x 2'd w/ 4 tables per dolly

Shelving, Industrial   5   15   75
SF 36"w x 24"d x 84"h steel w/ 6 shelves

Shelving, SF 90"h Steel W/ 7 Shelves   3   12   36
3'w x 12"d unit

CIRCULATION SERVICES   3,009 Sq. Ft.

FUNCTIONAL ACTIVITY

The function of this division is to efficiently handle the circulation of the library's collections. This includes the following:

1. Library patrons checking out library materials at the Circulation Desk and self checkout units.
2. Library staff checking the materials back in.
3. Library staff sorting and reshelving the collections in their proper locations.
4. Routine business transactions including registration, payment of fines and fees, holds and reserves, etc.

Careful attention must be given to the workflow and movement of materials in this area. It is critical to the operation of the library that the circulation of library materials is efficient.

SPATIAL RELATIONSHIPS

The Circulation Services Division should be centrally located where all library patrons will pass through it when entering or exiting the library building. An exterior drive through pick up and return may be desirable if this is feasible architecturally.

ADJACENT:

        Library Entrance

CLOSE:

        Browsing
        Children's Library
        Reference Services
        Young Adult Services

DIVISION SPACE SUMMARY	Sq. Ft.
Book Return Room	40
Branch Manager's Office	199
Circulation Desk	531
Computer/Telecommunications Room	127
Copy Center	184
Custodial Sink & Storage Room	108
General Library Storage Room	164
Mechanical Equipment Room	N/A
Shipping & Receiving	148
Staff Entrance & Lobby	N/A
Staff Lounge	350
Staff Rest Rooms	N/A
Staff Workroom	1,158
TOTAL:	**3,009**

Book Return Room   40 Sq. Ft.

Functional Activity

The Book Return Room is an area where library materials will be deposited by patrons. Library materials will be returned through a slot in the exterior wall and fall into a depressible book bin. Library staff will periodically unload these bins and the materials will be placed on book trucks and taken to the circulation check-in stations in the Staff Workroom or at the Circulation Desk. Since book and AV drops must be accessible to the disabled, care must be taken in the coordination of the heights of these exterior slots and the height of the interior bins to make sure the two are compatible.

Relationships

The Book Return Room must be adjacent to the Staff Workroom and the Lobby of the building and/or the outside near the front entrance. Patrons should be able to deposit library materials into this room from the lobby or from the exterior of the building for after hours return. If feasible, a drive through book return and pick-up could be included here.

For patron convenience, a separate set of exterior book and AV return units (preferably with driver's side drop off) may be included in the parking lot. These exterior units should be relatively close to an entrance to the library on a relatively flat path, so that staff can unload library materials and push book carts to the Staff Workroom.

ADJACENT:
>> Public Entrance & Lobby
>> Staff Workroom

CLOSE:
>> Circulation Desk

Flexibility

It is unlikely that the function of this space will change or that the room will need to be expanded.

Fenestration

No windows required.

Finishes

The floor finishes must be durable, non-slip and as maintenance free as possible. Corner guards are required.

CEILING:
>> Acoustical

WALLS:
>> Paint

FLOOR:
>> Low profile anti-static carpet; Sheet vinyl; or Vinyl tile, with no threshold between the Book Return Room and the check-in stations

Access

Access to the drop slot must meet accessibility requirements for a front or side reach, recommended at not higher than 48" above finished floor. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since the access area outside the Book Return Room will be quite noisy because of patrons walking and talking, every effort should be made to absorb sound generated at this location and to keep it from spreading into the library. The walls of the Book Return Room need to be well insulated since the sound of books and AV materials falling through the drop slot into the bins will be very distracting to nearby patrons and staff.

HVAC

Since flammable materials are occasionally introduced into book returns, care must be taken to make certain that the smoke produced cannot enter the main HVAC system and spread throughout the library building.

Illumination

The interior of the book drop needs approximately 10 foot candles of light primarily over the bins since no work will be done in this room. Utilize motion detectors or occupancy sensors for energy savings. However, the drop slots on the exterior should be highlighted with 50 foot candles or more to attract patrons to them. Exterior drops will need bright and vandal resistant lighting for security.

Security

This room will be supervised by staff at the Circulation Desk. There needs to be a clear line of sight from the desk to any main drop slots inside the library's security system. All drop slots must be lockable. If drop slots are accessible from outside the building or from the lobby so that materials can be deposited after hours, the Book Return Room must be an enclosed fire rated room with a smoke detector and sprinkler head in case of the introduction of flammable material into the drops.

Signage

Signage should include permanent room identification signs or room numbers wall-mounted on the right side of the drop slot with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Exterior should be clearly marked ("Book Return" and "Audio-Visual Return").

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
AV Bin, Depressible	1	20	20
Book Bin, Depressible	1	20	20

Functional Activity

This is the office for the Hercules Library Branch Manager who manages the facility and administers the library's programs, personnel, and services. This office will provide a private space where staff reviews can be conducted and where the public can discuss confidential issues regarding their circulation records.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

The circulation staff should be easily supervised from this office which requires sight lines to the Circulation Desk. The office should be easily accessible from the Circulation Desk if problems arise with patrons. Patrons should be able to access the office without going behind the Circulation Desk or into any of the back-of-house spaces.

ADJACENT:
>Staff Workroom

CLOSE:
>Circulation Desk

PROXIMITY:
>Public Entrance & Lobby

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Circulation Desk to expand into this space if required in the future.

Fenestration

Interior windows, which allow supervision of the Circulation Desk and Staff Workroom, are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

Finishes

The Hercules Library Branch Manager and the public will utilize this office daily. This position supervises all of the library's employees who will also utilize this office frequently. The walls and carpet will not have the heavy use of public areas, but must maintain a quality appearance after many years of normal office use.

CEILING:
>Acoustical tile

WALLS:
>Paint (Latex semi-gloss recommended); Glass window; White board

FLOOR:
>Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Hercules Library Branch Manager's Office must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This office requires a high level of acoustical isolation for staff supervision, private conversations, or potential confrontations with irate patrons. To achieve speech privacy, a

slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings.   Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on the occupant.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

Security

Staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Hercules Library Branch Manager") wall-mounted on the latch side of the door at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use.   Dedicated electrical outlets will be co-located with data jacks in sufficient number. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, printer, or other desktop electronic equipment. Electrical outlets should be located along perimeter walls at
10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Conference Room	4	0	0
At conference table - 26"w x 28"d			
Chair, Supervisor's	1	0	0
Mid-back mid-quality			
Clock	1	0	0
Wall-mounted			
Computer, Staff Desktop	1	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Credenza	1	25	25
60"w x 24"d x 30"h			
Desk, Branch Manager's	1	60	60

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
66"w x 36"d			
File Cabinet, Lateral (Four Drawer)	**1**	**20**	**20**
36"w x 18"d x 52"h			
Shelving, SF 90"h Steel W/ 7 Shelves	**2**	**10**	**20**
3'w x 12"d unit			
Table, Conference	**1**	**70**	**70**
Staff (4) - 42" diameter x 29"h			
Telephone Handset	**1**	**0**	**0**
Waste Basket	**1**	**4**	**4**
13"w x 15"d x 15"h			
White Board	**1**	**0**	**0**
3' x 6' – erasable marker board			

Functional Activity

The Circulation Desk is the primary service point for checking out and returning materials and for routine business transactions. It must present a well-organized, business-like appearance and provide an efficient work area for checking-out library materials. Library patrons bring their materials to the desk and place them on the service counter for staff to process. Once the checkout function is completed, staff return the materials to the patron. The Circulation Desk must be of sufficient depth and length to accommodate all of the necessary circulation equipment and any cash registers, telephones, printers, or security equipment on the desktop. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage, book bins, and shelves for equipment that is not located on the desktop. The area will also include two self-checkout workstations for patrons to use.

In addition to checking out materials, library patrons will be able to pick up materials that are being held for them on reserve, register for library cards, and complete routine business transactions such as the payment of fines and fees.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods. This can be accomplished through the use of portable traffic control posts, different floor materials, or a different color or type of carpet. Patrons standing in this line should not impede access for other library patrons entering or exiting the library; i.e., there must be enough room in front of the desk so that there is no bottleneck when a line forms.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 3
TECHNOLOGY WORKSTATIONS: 2

Relationships

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. The library staff at the Circulation Desk should have good sight lines and easy access to the security system gates and the entrance to the Public Rest Rooms.

The Circulation Desk should be adjacent to the Staff Workroom and Branch Manager's Office, and close to Book Return Room and the Copy Center. It should be close to the Children's Library since there is no separate public service desk for the Children's Room. It should also be close to the Browsing Area, Reference Collection and the On-line Public Access Catalogs.

ADJACENT:

         Public Entrance & Lobby
         Staff Workroom

CLOSE:

         Book Return Room
         Branch Manager's Office
         Browsing Area
         Children's Collection & Seating
         Children's Entrance (Interior)
         Children's Program Area
         Children's Reference & Technology Area
         Children's Rest Room
         Copy Center
         Homework Center
         On-line Public Access Catalog (OPAC)

PROXIMITY:

Flexibility

The Circulation Desk is frequently remodeled and expanded when the library expands. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be either a durable non-slip hard surface or a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:
> Acoustical tile

WALLS:
> Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:
> Anti-static carpet tile, Vinyl tile, Linoleum, Cork, Stone or unfinished quarry tile; Anti-fatigue mats at staff workstations

Access

The Circulation Desk will be accessible by means of a 36" minimum aisle. The desk will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance at checkout counters. If a self-checkout system is provided, at least one must be accessible with a counter no higher than 28" to 34" high and a knee clearance of at least 19" of clear space. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 – 50% and ventilation at 10 to 12 cubic feet per minute. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Circulation Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup. The master light controls for the library should be located here.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The staff at this desk supervises much of the public area just inside the entrance from the lobby. Access to patrons who are exiting the building after activating the inventory control system alarm is important. The staff should be able to see a major portion of the lobby, the entrances to the library, and the entrances to the Public Rest Rooms. If the library has a video surveillance system, the security monitors may be located at this desk. If inventory control gates are included, they may be located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at this desk.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby and Library Entrance. This directional sign ("Circulation Desk" or "Customer Service") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include ceiling hung signs or desk bars, for designated service points, such as "Returns," "Patron Registration," and "Checkout" and a sign for any return slot. Changeable insert sign system is required for stack end panels for collections held behind the Combination Desk. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, visible pictogram flag signs for elevators or rest rooms, and an emergency evacuation map. Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Internet Classes on Saturday."

Electrical

Utility receptacles will be required for custodial use. Electrical outlets will be co-located with data jacks in sufficient number, and at a minimum of 4-foot intervals along the work counter. Minimum service is based on one 20 amp circuit per two to four electronic workstations. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, printer, or other desktop electronic equipment. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Inventory control system requires a standard 110/120 volt 60HZ circuit, high quality, surge and noise free electrical power. Electrical outlet for security system can not be controlled by a switch. Maximum operating current of 6 amps at 120 volts. Can be floor box or wall mounted.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bar Code Reader, Fixed Mount	2	0	0
Bar Code Reader, Hand-Held	2	0	0
Book Bin, Depressible	1	0	0
In Circulation Desk			
Book Truck	12	10	120
36"w x 24"d			
Cash Register	1	0	0
Chair, Task	5	0	0
Low back mid-quality with casters 25"w x 25"d			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Clock	**1**	**0**	**0**
Wall-mounted			
Computer, Staff Desktop	**3**	**0**	**0**
CPU, mouse & keyboard, w/15" flat plasma monitor			
Mat, Anti-fatigue	**3**	**0**	**0**
Printer, Laser (B&W)	**1**	**0**	**0**
Printer, Receipt	**2**	**0**	**0**
Queuing Space (Per Person)	**8**	**6**	**48**
Recycling Bin	**1**	**15**	**15**
Security System Book Desensitizer	**2**	**0**	**0**
Desktop non-electric unit 10"w x 5"d x 1.5"h			
Security System Desensitizer/Resensitizer	**1**	**0**	**0**
Counter unit w/audible signal 20"w x 18"d x 7.5"h AC			
Security System Media Desensitizer	**2**	**0**	**0**
Desktop non-electric unit 10"w x 4.25"d x 2.25"h			
Self Check-Out Counter	**2**	**30**	**60**
4'w x 30"d - against wall			
Self Check-Out Machine	**2**	**0**	**0**
25"w x 29"d x 27"h - counter top unit			
Shelving, SF 84"h Steel W/ 6 Shelves	**3**	**12**	**36**
3'w x 12"d unit			
Telephone Handset	**2**	**0**	**0**
Waste Basket	**3**	**4**	**12**
13"w x 15"d x 15"h			
Workstation, Circulation Check-Out Desk	**3**	**80**	**240**
6'w x 30"d w/ 7' behind desk & 3.5' in front			

Computer/Telecommunications Room — 127 Sq. Ft.

Functional Activity

This room is where the network, systems, telephone and telecommunications equipment is housed to support the library's electronic capabilities. This room is the main point of entry to the building for data, telephone, and security system lines.

Relationships

This space must be located in a secure non-public area and easily accessible from the Staff Workroom. The distance from this room to other telecommunications closets or terminal locations cannot exceed 300 feet.

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

No Windows.

Finishes

This is not a public area and will be minimally finished since it is primarily an equipment room.

CEILING:
> Acoustical tile

WALLS:
> Paint (Latex semi-gloss recommended)

FLOOR:
> Vinyl tile, sheet vinyl, linoleum, or anti-static carpet tile

Access

The Computer/Telecommunications Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical dampening strategies should be employed here. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

This room requires separate zone with individual thermostat. Temperature to be constant at 70 to 72° when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment. A backup HVAC system is recommended.

Illumination

Light levels should average 30 to 40 foot candles with 50 foot candles preferred over work surfaces. Consider motion detectors or occupancy sensors for energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the staff workstation location. This outlet should be mounted either 6" above the work surface or at 15" above the finished floor.

Provide one wall-mounted telephone connection adjacent to the equipment racks and

cabinets, and one quad communications outlet (four data) co-located with associated power on each of the walls for associated hardware such as printers and servers.

Security

This is a high security area. Only authorized staff should have access to the room. The room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, supplemented by a security alarm. A dry standpipe fire suppression system to protect the equipment from water damage in the event of fire is required.

Signage

Required signage includes a permanent room identification sign ("Computer Rom - "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

This room will require dedicated circuits for the systems equipment. They should be co-located with network connections where required. UPS devices will be required in the event of power failure to enable a soft shut down of equipment. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, printer, or other desktop electronic equipment. Utility outlets will be required for custodians.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Computer Server, Mini (CPU)	1	25	25
Floor-mounted - 24"w x 30"d x 30"h			
Computer Stand	1	20	20
Fire Extinguisher, Halon	1	0	0
Hand-held, wall-hung unit			
Rack, Computer / Communications Equipment	1	30	30
36"w x 24"d x 60"h			
Router	1	0	0
Rack-mounted - 8"w x 20"d x 24"h			
Server, Floor Mount	1	10	10
8" or 24"w x 20"d x 24"h			
Switch	2	0	0
Telecommunications Backboard	1	28	28
8'w x 8'h wall-mounted fire-rated plywood			
Uninterruptible Power Supply (UPS), Multiple Devices	1	10	10
Floor mount - 12"w x 24"d x 72"h			
Waste Basket	1	4	4
13"w x 15"d x 15"h			

Copy Center — 184 Sq. Ft.

Functional Activity

The Copy Center will provide a separate room or area where library patrons can copy library materials and materials of their own. Some sound attenuation will be required, particularly if this is an open area and not an enclosed room. This room may require display and storage space for tax forms if they are provided in paper format. The room should provide a work counter for sorting and collating, pasting and laying out projects, and organizing large jobs. The layout of the room must allow access to the sides or rear of the machines for servicing the equipment, refilling paper and toner, and removing paper jams. Space must be provided in the room for recycling bins, change machines, card vending machines, and other equipment as necessary. There must be a logical way for patrons to queue either inside or just outside the room during busy periods.

Relationships

The Copy Center should be visible from the Public Entrance and Lobby and the Circulation Desk. Staff at the Circulation Desk should have sight lines into the Copy Center to provide supervision and assistance.

ADJACENT:
   Circulation Desk
CLOSE:
   Children's Reference & Technology Area
   Information Services Station
   Public Entrance & Lobby
   Reference Collection & Seating
PROXIMITY:
   Back Issues Periodicals
   Current Magazine & Newspaper Display & Seating
   Non-Fiction Collection & Seating

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Circulation Desk to expand into this space if required in the future.

Fenestration

Windows which allow the staff to supervise this room are essential.

Finishes

The public will utilize this area quite literally hundreds of times each day. The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. It will be the primary destination for many patrons, and requires careful attention to layout, clean appearance, and durable materials.

CEILING:
   Acoustical tile
WALLS:
   1/2 Glass wall; Paint (Latex semi-gloss recommended); Vinyl, Sisal or
   Fabric wall covering with acoustical panels for sound absorption
FLOOR:
   Vinyl Tile; Anti-static carpet tile or heavy weight commercial
   anti-static carpet w/ enhanced backing (No carpet pad permitted)

Access

The Copy Center will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This is a very noisy space because of the high use, the copy machines, and conversations between patrons and staff. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. In addition to acoustical treatment of floors and ceilings, acoustical panels in the walls to help absorb noise should be considered.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover.

Illumination

Standard non-glare lighting at 30 to 40 foot candles. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner and FAX location; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions mounted at 15" above the finished floor.

Security

This area will be supervised by staff at the Circulation Desk. Sight lines from the desk to this area, which should be glass-enclosed, must be unobstructed.

Signage

Required signage includes a permanent room identification sign ("Copy Center") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Signage requirement includes room identification number as assigned by facilities staff. Additional requirement includes area identification flags with universal symbol wall-mounted (perpendicular) in the major traffic paths.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets will be co-located with data jacks in sufficient number, and at a minimum of 5-foot intervals along any technology or work counters. Dedicated outlet required for all copy machines.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck	1	10	10
36"w x 24"d			
Cabinets, Above Counter (Lockable)	6	0	0
1 linear foot x 24"d			
Cabinets, Below Counter (Lockable)	6	0	0
1 linear foot x 24"d			
Change Machine (Bill & Coin)	1	15	15
Wall-mounted, 12"w x 15"d x 22"h			
Copier, B&W Freestanding	2	50	100
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h			
Preparation Counter	1	40	40
6'w x 30"d - against wall			
Rack, Information	2	0	0
30"w x 18"d x 25"h - countertop			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Rack, Literature Display Handout	2	0	0
Wall-mounted			
Recycling Bin	1	15	15
Vendor Card Encoder/Dispenser	1	0	0
Wall-mount			
Waste Basket	1	4	4
13"w x 15"d x 15"h			

Functional Activity

Space must be provided throughout the building for sink closets and storage for custodial purposes. This is the main custodial room for the branch library.

Relationships

The Custodial Room should be adjacent to the Staff Workroom where it will be convenient for the custodians who clean the library.

ADJACENT:
> Staff Workroom

CLOSE:
> Staff Entrance & Lobby
> Staff Lounge
> Staff Rest Rooms

PROXIMITY:
> Public Entrance & Lobby
> Public Rest Rooms

Flexibility

It is not anticipated that this area will change purpose or require expansion unless an addition is built on to the building, and then additional custodial closets would be needed.

Fenestration

No windows required

Finishes

Minimally finished non-public area with durable water repellant surfaces.

CEILING:
> Exposed structure or acoustical tile

WALLS:
> Latex paint over sealed concrete; cement block or water resistant dry wall

FLOOR:
> Sealed concrete, or vinyl tile or sheet vinyl, with a floor drain

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to an employee's job, (e.g., cleaning tasks), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach.

Acoustics

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution. All custodial closets should have negative ventilation to contain chemical fumes from spreading into the building, or, separate exhaust system to keep fumes from entering the building's return air supply system.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

Security

Staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Automatic door-closing mechanism on heavy door.

Signage

Required signage includes a permanent room identification sign ("Custodial Room - Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. GFI required at sink areas.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Box, Cardboard In transition or storage	6	0	0
Cleaning Cart 38"w x 20"d x 38"h	1	15	15
Garbage Bin, Interior	1	15	15
Hand Truck 23"w x 18"d x 51"h	1	4	4
Ladder, Extension 22"w x 55"–156"h - Wall-mounted	1	0	0
Ladder, Step	1	2	2
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	4	4
Paper Towel Dispenser Wall-mounted	1	0	0
Recycling Bin	1	15	15
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	1	15	15
Sink, Mop	1	6	6
Storage Cabinet, Hazardous Materials 43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)	1	20	20
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	1	8	8
Waste Basket 13"w x 15"d x 15"h	1	4	4

General Library Storage Room   **164 Sq. Ft.**

Functional Activity

This area provides space for general library storage. It will house furniture and equipment which is waiting to be repaired or to be placed into service, bulk paper and supplies shipments, seasonal displays and holiday decorations. Additional room should be available for stacking boxes and for furniture and equipment in transition.

Relationships

This area should be close to the Staff Entrance. It should be easily accessible to the Staff Workroom and Circulation Desk.

ADJACENT:
        Staff Workroom
CLOSE:
        Staff Entrance & Lobby
PROXIMITY:
        Circulation Desk

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No windows required.

Finishes

Minimal finishes as this is not a public area and will only be used by staff.

CEILING:
        Exposed structure or acoustical tile
WALLS:
        Concrete; Glazed and textured CMU; or Dry wall
FLOOR:
        Sealed concrete; Vinyl tile; Carpet

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This area will be noisy when equipment is being loaded and unloaded, but usually is very quiet. The sound generated in this area must be dampened and not permitted to disturb any nearby areas. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

This space will generally be a low temperature and humidity space.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Storage Room," "Supply Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Box, Cardboard	20	4	80
In transition or storage			
Shelving, SF 90"h Steel W/ 7 Shelves	4	12	48
3'w x 12"d unit			
Storage Cabinet	2	18	36
36"w x 18"d x 65"h			

Mechanical Equipment Room
0 Sq. Ft.

Functional Activity

This room is for the mechanical equipment which operate the library's HVAC system.

Flexibility

This area should not change purpose or require expansion unless an addition is built on to the building and then additional Mechanical space would be needed.

Fenestration

No windows required.

Finishes

Minimal finishes for a non-public area.

CEILING:
> Exposed structure or acoustical tile

WALLS:
> Latex paint over sealed concrete or concrete block

FLOOR:
> Sealed or painted concrete with drain

Access

The Mechanical Equipment Room must be accessible from a 36" aisle. A 36" wide door with a minimum 32" clearance is required.

Acoustics

The sound of mechanical equipment must be dampened so that the noise generated from this room does not disturb other areas of the library. The primary strategy will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution.

Illumination

Interior lighting provided by industrial strength fixtures providing a minimum of 30 to 40 foot candles at floor level. Utilize occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone.

Security

Staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access unless it is located within a secured staff area.

Signage

Required signage includes a permanent room identification sign ("Mechanical Room") wall-mounted on the latch side of the door at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille and room identification number assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Furniture & Equipment Units

Shipping & Receiving   148 Sq. Ft.

Functional Activity

This area provides space for the delivery of library books and materials, furniture and equipment. Deliveries of library books and materials to and from other Contra Costa County Library branches will also be made through this area.

Occupancy

STAFF WORKSTATION: 1

Relationships

Shipping and Receiving must be adjacent to any service or staff entrance, close to General Library Storage Room, and in the proximity of the Staff Workroom and the Computer/ Telecommunications Room.

ADJACENT:
    Staff or Service Entrance
CLOSE:
    General Library Storage Room
PROXIMITY:
    Computer/Telecommunications Room
    Staff Workroom

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Finishes

Minimal finishes as this is not a public area and will only be used by staff.

CEILING:
    Exposed structure or Acoustical tile
WALLS:
    Concrete; Glazed and textured CMU; or Dry wall
FLOOR:
    Sealed concrete; Vinyl tile; Carpet

Access

The Shipping and Receiving Area must be accessible from a 36" aisle. A 36" wide door (or wider) with a minimum 32" clearance is required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Interior lighting provided by industrial strength, non-glare fixtures which deliver a minimum of 30 to 40 foot candles at counter level. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

One standard duplex communications outlet (one voice and data) co-located with associated power every 6' on the shipping and receiving counter supporting electronic postage, shipping

and receiving equipment. One standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

Staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Door(s) will need to be alarmed.

Signage

Required signage includes a permanent room identification sign ("Shipping & Receiving" or "Deliveries") wall-mounted on the latch side of the door at least 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, printer, or other desktop electronic equipment. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Delivery Cart	1	20	20
20"w x 60"d x 40"h			
Box, Cardboard	10	0	0
In transition or storage			
Cabinets, Above Counter	6	0	0
1 linear foot x 24"d			
Chair, Task	1	0	0
Low back mid-quality with casters 25"w x 25"d			
Clock	1	0	0
Wall-mounted			
Mail Boxes, Staff	1	30	30
72"w x 16"d x 32"h – 24 slots per unit w/ counter			
Recycling Bin	1	15	15
Shelving, SF 84"h Steel W/ 6 Shelves	2	12	24
3'w x 12"d unit			
Waste Basket	1	4	4
13"w x 15"d x 15"h			
Workstation, Mail Check-In & Sorting Counter	1	55	55
8'w x 30"d - against wall			

Staff Entrance & Lobby

<div align="right">0 Sq. Ft.</div>

Functional Activity

This is a separate staff only entrance to the library which is convenient from staff parking.

Relationships

The Staff Entrance must be close to the Staff Workroom and the General Library Storage. There should be direct access to the Staff Lounge and the Custodial Sink and Supply Closet. The positioning of the Staff Entrance relative to exterior spaces such as staff parking and pedestrian access is critical.

ADJACENT:
> Staff Workroom

CLOSE:
> General Library Storage

PROXIMITY:
> Custodial Sink & Supply Closet
> Staff Lounge
> Staff Parking

Flexibility

There will always need to be a separate staff entrance. It is not anticipated that this area would expand or change purpose.

Fenestration

There should be a small window in the door so that staff can look outside prior to leaving.

Finishes

Utilitarian, clean, and bright.

CEILING:
> Acoustical tile

WALLS:
> Paint (Latex semi-gloss); White board; Tackable surface

FLOOR:
> Vinyl tile or carpet tile; Foot cleaning mat

Access

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This area can become somewhat noisy on occasion with staff talking with one another. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings.

Illumination

For security, high intensity exterior lighting is required to protect departing staff after library closing. There should be a bright and clear path to the staff parking area. Lighting should be on a timer or daylight sensor.

Telecommunications

Provide one wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone,

located near the door.

Security

This is a staff only entrance controlled by a mechanical lock and key, electronic keypad, or magnetic card reader. This entrance should be inaccessible to the public inside the building and well lighted for the safety of staff leaving the building at night. A buzzer, doorbell or intercom speaker is desirable if this is also a service delivery entrance. There should be a small view window in the entrance door.

Signage

Required signage includes a permanent identification sign ("Staff Entrance" or "Staff Only") wall-mounted on the latch side of the door to the inside at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement may include an exterior sign "No Parking -- Library Staff Only."

Electrical

Utility receptacles will be required for custodial use.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	**1**	**0**	**0**
White Board	**1**	**0**	**0**
2' x 3' – erasable marker board			

Staff Lounge

350 Sq. Ft.

Functional Activity

This room is for the staff to relax and prepare meals in during breaks, lunch, and dinner. This area should be comfortable, quiet and relaxing.

Relationships

The Staff Lounge should be adjacent to the Staff Rest Room which should not open directly into the Staff Lounge. The Staff Lounge should be adjacent to the Staff Workroom and in the proximity of the Staff Entrance and the Custodial Sink and Supply Closet.

ADJACENT:
>	Staff Rest Room
>	Staff Workroom

CLOSE:
>	Custodial Sink & Supply Closet
>	Staff Entrance

Flexibility

It is not anticipated that this area would expand or change purpose.

Fenestration

Exterior windows are required, and a pleasant view highly desirable. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

In keeping with the room's purpose, finishes should be soothing and informal. This area will not have the heavy use of the public areas.

CEILING:
>	Acoustical tile

WALLS:
>	Paint (Latex semi-gloss recommended); Vinyl or carpet cove base;
>	Tackable surface

FLOOR:
>	Anti-static carpet tile or anti-static carpet with enhanced backing
>	(No carpet pad permitted); Vinyl tile in front of the kitchen unit

Access

The Staff Lounge must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally, a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. It is also recommended that if fixed storage cabinets, drawers, or lockers are provided, that at least one of each type comply.

Acoustics

The Staff Lounge can become somewhat noisy during break and meal times. Good acoustical control is important in order to keep the noise from carrying into public areas and vice versa. Standard acoustical dampening strategies must be utilized. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Staff Lounge. HVAC vents should be located to avoid drafts on occupants.

Illumination

A combination of natural, incandescent, and fluorescent lighting to provide a soft, warm ambient light. Task lighting should be provided to supplement light levels over the tables and with table lamps on the end tables. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

One standard duplex communications outlet (one voice and one data) co-located with associated power distributed on at least three of four available walls coordinated with the furniture layout mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, unless it is located within a secured staff area.

Signage

Required signage includes a permanent room identification sign ("Staff Lounge" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. GFI electrical outlets will be located at a minimum of 5-foot intervals along the food preparation counter and sink area. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	2	0	0
Cabinets, Above Counter	7	0	0
1 linear foot x 24"d			
Cabinets, Below Counter	4	0	0
1 linear foot x 24"d			
Chair, Café	4	0	0
Chair, Staff Lounge	2	35	70
36"w x 36"d			
Clock	1	0	0
Wall-mounted			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Coffee Maker/Urn	1	0	0
Cutting Board, Kitchen	1	0	0
22"w x 18"d x 1"h			
First Aid Kit	1	0	0
10"w x 3"d x 10"h - Wall-mounted			
Hot Water Urn	1	0	0
Lamp, Table	1	0	0
Locker	5	5	25
Unit 12"w x 12"d x 62"h (Three 20"h lockers)			
Microwave Oven	1	0	0
30"w x 14"d x 16"h - countertop or under cabinet			
Paper Cup Dispenser	1	0	0
3" diameter x 18"h - Wall-mounted			
Paper Towel Dispenser	1	0	0
Wall-mounted			
Recycling Bin	1	15	15
Refrigerator	1	20	20
Full-sized - 32"w x 36"d x 68"h w/ freezer			
Sink	1	18	18
36"w x 24"d - In counter			
Soap Dispenser	1	0	0
5"w x 4"d x 10"h - Wall-mounted			
Sofa (2 Seat)	1	55	55
56"w x 32"d			
Table, Café	1	60	60
Staff (4) - 30" diameter			
Table, Coffee	1	45	45
30"w x 30"d x 17"h			
Table, End	1	12	12
30"w x 30"d x 20"h			
Telephone Handset	1	0	0
Workstation, Food Preparation Counter	1	30	30
4'w x 30"d - against wall			

Staff Rest Rooms

0 Sq. Ft.

Functional Activity

This space will provide rest rooms exclusively for the library staff with an appropriate number of fixtures based upon the size of the staff and the local code requirements.

Relationships

The Staff Rest Rooms should be adjacent to the Staff Lounge but should not open into the lounge. These Rest Rooms are not accessible to the public. They should be close to the Staff Entrance and in the proximity of the workroom and the Custodial Sink and Storage Room.

ADJACENT:
> Staff Lounge
> Staff Workroom

CLOSE:
> Custodial Sink & Supply Closet

Flexibility

This space requires minimal or no flexibility unless accessibility requirements change.

Fenestration

No windows required.

Finishes

Finishes must be durable, non-slip and low maintenance.

CEILING:
> Water resistant gypsum board with chemical resistant latex paint

WALLS:
> Glazed ceramic tile or partial tile and water resistant wall board

FLOOR:
> Unglazed ceramic tile with dark grout; Floor drain

FIXTURES:
> Sinks: Self-activated
> Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided for staff. If separate staff rest rooms are provided for each gender, then separate and accessible facilities must also be provided for staff of each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. The sink and toilet fixtures must meet the accessibility requirements outlined on Page 8-8 of the General Requirements Chapter.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort

and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Warm lighting with bright lighting for mirrors. Consider occupancy sensors or motion detectors for energy savings.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, unless it is located within a secured staff area.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), centered on the rest room door 60" above the floor, in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Staff", "Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. GFI electrical outlets will be located at the sink area. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Commode	1	0	0
Rest room			
Hand Dryer	1	0	0
12"w x 7"d x 10"h - wall-mounted			
Mirror	1	0	0
Full length			
Mirror, With Shelf	1	0	0
Above counter			
Paper Towel Dispenser	1	0	0
Wall-mounted			
Sink And Counter	1	0	0
Rest room			
Soap Dispenser	1	0	0
5"w x 4"d x 10"h - Wall-mounted			

Functional Activity

The Staff Workroom provides space for back-of-house staff activities. The library staff will check in library materials that have been deposited in the Book Return Room and then will sort them on shelving before returning them to the stacks. Circulation overdues, bills, and reserve notices will be processed here. There will also be a mending workstation where staff will be able to mend and clean library books and materials after they have been returned. Since this is the only workroom in the library, staff workstations to support children's activities, public service staff and reference work and any other kind of staff support activity are located here.

With the high level of volunteerism noted in the Community Needs Assessment, workstations are included for volunteer workers. Systems furniture workstations will be labelled as generic clerical or generic volunteer workstations, even though they may be occupied by professionals or para-professionals, until they are assigned to the staff for the new branch library.

Occupancy

STAFF WORKROOM WORKSTATIONS: 11
WORK COUNTER WORKSTATIONS: 4

Relationships

The Book Return Room, Hercules Library Branch Manager's Office, and Circulation Desk should all be immediately adjacent to the Staff Workroom. Staff will move frequently between each space, but particularly between the desk and the workroom. For this reason, not only should there be easy access between the spaces, there should also be a sight line between the workroom and the Circulation Desk so that staff can fill in if a line forms at the desk.

ADJACENT:
>> Book Return Room
>> Branch Manager's Office
>> Circulation Desk
>> Computer/Telecommunications Room

CLOSE:
>> Staff Entrance
>> Staff Lounge
>> Staff Rest Room

PROXIMITY:
>> General Library Storage
>> Custodial Sink & Storage Room

Flexibility

Since staff work areas are frequently remodeled and expanded, the workstations should be modular and flexible. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Fenestration

Interior windows, which allow supervision of the Circulation Desk, are required. Interior windows require shades, etched glass, or roller blinds so the public can not see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control device if needed. Staff areas may have operable windows.

Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance since there will be occasional spills of book processing and children's craft preparation

materials. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl tile at sink and work counter; Vinyl or carpet cove base

Access

The Staff Workroom must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If the use of a sink is essential to an employee's job, then an accessible space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and the hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the Circulation Desk and the rest of the library. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications

outlets integrated into the furniture; and one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets will meet the criteria outlined on Page 8-10 of the General Requirements Chapter.

Security

This is a staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. If the Staff Workroom does not have a door, patrons should be discouraged from entering by the use of gates and/or signage. Staff in this area should be able to see the Circulation Desk so they can get to it quickly if needed. Sight lines to other areas of the library from the workroom are desirable.

Signage

Required signage includes a permanent room identification sign ("Staff Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor, with 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use.   Electrical outlets will be co-located with data jacks in sufficient number, and at a minimum of 4-foot intervals along the work counters. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, printer, or other desktop electronic equipment. Minimum service is based on one 20 amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at the sink area.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bar Code Reader, Fixed Mount	**2**	**0**	**0**
Book Truck	**10**	**10**	**100**
36"w x 24"d			
Bulletin Board	**1**	**0**	**0**
Cabinets, Above Counter	**32**	**0**	**0**
1 linear foot x 24"d			
Cabinets, Below Counter	**10**	**0**	**0**
1 linear foot x 24"d			
Cabinets, Full Height	**6**	**5**	**30**
1 linear foot x 24"d			
Chair, Task	**15**	**0**	**0**
Low back mid-quality with casters 25"w x 25"d			
Clock	**1**	**0**	**0**
Wall-mounted			
Computer, Staff Desktop	**8**	**0**	**0**
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
FAX Machine, Desktop	**1**	**0**	**0**
30"w x 17"d x 21"h			
File Cabinet, Lateral (Four Drawer)	**2**	**20**	**40**
36"w x 18"d x 52"h			
First Aid Kit	**1**	**0**	**0**
10"w x 3"d x 10"h - Wall-mounted			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Flat File	1	40	40
54"w x 42"d x 36"h -10 drawers for posters, maps, paper			
In & Out Board	1	0	0
Staff location			
Key Cabinet	1	0	0
12"w x 5"d x 16"h			
Label Maker	1	0	0
5"w x 8"d x 4"h			
Paper Cutter	1	0	0
Paper Towel Dispenser	1	0	0
Wall-mounted			
Printer, Laser (B&W)	1	0	0
Recycling Bin	1	15	15
Safe, Wall	1	0	0
17"w x 16"d x 13"h			
Security System Book & Media Resensitizer	2	0	0
Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC			
Security System Book Resensitizer	1	0	0
Hand-held non-electric unit 5.5"w x 3"d x 3.5"h			
Security System Desensitizer/Resensitizer	1	0	0
Counter unit w/audible signal 20"w x 18"d x 7.5"h AC			
Security System Media Resensitizer	1	0	0
Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h			
Shelving, SF 90"h Steel W/ 7 Shelves	8	12	96
3'w x 12'd unit			
Sink	1	18	18
36"w x 24"d - In counter			
Soap Dispenser	1	0	0
5"w x 4"d x 10"h - Wall-mounted			
Stool	2	0	0
Telephone Central Station	1	0	0
Telephone Handset	6	0	0
Typewriter Stand	1	20	20
Typewriter, Electric	1	0	0
22"w x 18"d x 8"h			
Waste Basket	6	4	24
13"w x 15"d x 15"h			
White Board	1	0	0
3' x 4' – erasable marker board			
Workstation, Children's Counter	1	45	45
6'w x 30"d - against wall			
Workstation, Children's Office System	1	75	75
8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals			
Workstation, Circulation Check-In Counter	1	55	55
8'w x 30"d - against wall			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Workstation, Clerical Counter	1	40	40
6'w x 30"d - against wall			
Workstation, Clerical Office System	4	40	160
5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			
Workstation, Librarian's Office System	3	75	225
8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals			
Workstation, Mending Counter	1	30	30
4'w x 30"d - against wall			
Workstation, Sorting Counter	1	55	55
8'w x 30"d - against wall			
Workstation, Volunteer's Office System	3	30	90
5' x 6' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			

FICTION COLLECTION   1,052 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Fiction Division is to house the library's fiction, classics, paperback and large print (both fiction and non-fiction) book collections. Reference librarians may act as reader's advisors, but in general, the Fiction Collection is a browsing, self-service collection.

SPATIAL RELATIONSHIPS

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the Browsing Area. Many of the library patrons are exclusive fiction readers and will exit the library via the Circulation Desk immediately upon making a selection in the stacks.

CLOSE:
>   Browsing
>   Circulation Services

PROXIMITY:
>   Library Entrance
>   Reference Services
>   Non-Fiction Collection

DIVISION SPACE SUMMARY	Sq. Ft.
Fiction Collection & Seating	1,052
TOTAL:	**1,052**

Fiction Collection & Seating   1,052 Sq. Ft.

Functional Activity

Patrons will enter this space and look for specific authors and sit down to read the book jacket or the first few pages to see if they are interested in the book.

Occupancy

READER SEATS: 18

Collections

This area will house the classics collection, the paperback collection, the fiction collection, and the fiction and non-fiction large print collections.

Relationships

The Fiction Collection and Seating Area should be located toward the front of the library in proximity to either the Circulation Desk or the Information Services Station and the main entrance to the library. The Fiction Collection should also be in proximity to the Browsing Area and the OPACs. Information Services Station staff will provide reader's advisory assistance. Large print books, which will be located near the Fiction Collection, should be easy to find. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low and is located in a well-lighted area. The Fiction Collection should be located near the International Languages Collection since they share the same adjacency requirements and can share a seating area.

CLOSE:

         Browsing Area
         Circulation Desk
         International Languages Collection & Seating

PROXIMITY:

         Non-Fiction Collection & Seating
         On-line Public Access Catalog (OPAC)
         Public Entrance & Lobby

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:
         Acoustical tile
WALLS:

         Paint (Latex semi-gloss recommended); Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base
FLOOR:

         Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Fiction Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined on Page 8-13 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

Accessible reader seats and technology workstations will be available nearby in the Reference Collection and Seating Area.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the Circulation Desk and the Browsing Area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned with bi-level switching so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide a minimum of one single data drop (jack) per reader seat, with network connectivity to every table and carrel; i.e., one quad data jack per reader table for four and one duplex for every carrel. The outlets can be wall-mounted at 6" above the table surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter on Page 8-10.

Security

The Fiction Collection will be supervised by staff at the Information Services Station. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Area. This directional sign ("Fiction") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Classics," "Paperbacks," and "Large Print." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound", "No Cell Phones"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient numbe. Minimum service is based on one 20 amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	**4**	**18**	**72**
3'W x 24"D unit w/end panels & canopy top			
945 Large Print			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**3**	**18**	**54**
3'W x 24"D unit w/end panels			
1995 Paperbacks			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**20**	**18**	**360**
3'W x 24"D unit w/end panels			
6720 Fiction			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	**2**	**12**	**24**
3'W x 12"D unit w/end panels			
224 Classics			
Description of Furniture & Equipment Units			
Chair, Lounge	**10**	**35**	**350**
36"w x 36"d			
Chair, Reader's	**8**	**0**	**0**
21"w x 21"d			
Stool, Kick-Step	**4**	**0**	**0**
Table, End	**2**	**12**	**24**
30"w x 30"d x 20"h			
Table, Reader's	**2**	**80**	**160**
48" diameter x 29"h (4 Person)			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Waste Basket	2	4	8
13"w x 15"d x 15"h			

HOMEWORK CENTER   724 Sq. Ft.

FUNCTIONAL ACTIVITY

The Homework Center makes available library staff assistance and print and electronic resources to school-age students. It will provide 21 public technology workstations and an instructor's station. The Homework Center should be configured to serve as a training room when required. It should be available for use when the library is closed, or accessed from inside the library when the library is open.

SPATIAL RELATIONSHIPS

The Homework Center should be easily accessible from the main entrance of the library.

CLOSE:
>   Circulation Services

PROXIMITY:
>   Library Entrance

DIVISION SPACE SUMMARY	*Sq. Ft.*
Homework Center	724
TOTAL:	**724**

Homework Center   724 Sq. Ft.

Functional Activity

The Homework Center makes available library staff assistance and print and electronic resources to school-age students. It will include 21 public technology workstations and an instructor's station. The Homework Center will be configured to serve as a training room when required.

The center is available for self-help use during all hours the library is open. Dedicated staff and volunteer assistance (adult and student) may be available after school on weekdays and in the early evenings. In addition to a core collection of homework support materials, a rotating collection of materials which reflects the current class assignments in the local schools will be available. Internet access will also be available in the Homework Center. The Homework Center may be accessible when the library is closed.

Occupancy

TECHNOLOGY WORKSTATIONS: 21 (1 accessible)
INSTRUCTOR'S STATION: 1

Collections

The Homework Center will house materials in support of the school curriculum.

Relationships

The Homework Center should be located close to the library entrance with sightlines to the Circulation Desk so staff at the desks can supervise the space and provide assistance to students.

PROXIMITY:
> Circulation Desk (Sight Lines)
> Library Entrance

Flexibility

This area may need to be expanded in the future as it grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows in the Homework Center that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:
> Acoustical tile

WALLS:
> Vinyl or Fabric wall covering with tackable acoustical panels for sound absorption; Chair rail; Chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track

FLOOR:
> Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted)

Access

The Homework Center must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

One accessible technology workstation will be included which provides a minimum of 30" wide x 48" deep clear floor space with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor. Additional accessible stations will be available in the Reference Collection and Seating Area.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated in the room by group study, training, or homework assistance. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in Homework Center.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any instructor's stations. The lights at the front of the room should be dimmable so that the AV screen is visible. Lights in the remainder of the room should be independently controlled so that they may be at a slightly higher level for note taking. Lighting should be zoned with bi-level switching so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide two single data drops (jack) per reader seat with network connectivity to all of the tables (e.g, one quad per table for two) and all technology carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter on Page 8-10.

Audio - Visual

The use of the Homework Center for computer training will be greatly enhanced by providing the ability for students to view a large screen projected image of the instructor's computer screen. This may be accomplished through the use of portable or installed equipment. Use of video monitors is not advised. A portable projector may be positioned on a mobile cart at the front of the room or an installed projector may be mounted at the ceiling or mounted at a shelf or cabinet at the back of the room. Caution should be exercised in placing projectors at the rear of the room to ensure that light fixtures, people, furniture or other objects in the path of the projected light, do not obstruct images. Images may be displayed onto a projection screen at the front of the training room. The top of the screen should be located

at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room.

Use of installed projection equipment may require conduit installation for routing of cabling between the projector and the instructor's workstation. It may also be desirable to the ability to display videotape or other pre-recorded video media. Depending on the nature of the computer applications being used, it may or may not be necessary to provide speakers for sound reproduction. If videotape playback capability is provided, loudspeakers and sound amplification will be required. Connections to television distribution feeds (e.g., cable TV) may also be appropriate.

Security

The Homework Center will be supervised by staff in the Homework Center or staff at the Circulation Desk. Sight lines to the Homework Center, which should have a glass wall and glass door to the public area, must be unobstructed from one of these desks.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the Circulation Desk and the Library Lobby. This directional sign ("Homework Center") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Homework Center") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Tutors available after 3:30 p.m."), and donor recognition plaques. Requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number, and at a minimum of 5-foot intervals along any technology counters. Minimum service is based on one 20 amp circuit per planned or proposed two to four electronic workstations. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Cabinets, Below Counter (Lockable)	6	0	0
1 linear foot x 24"d			
Chair, Technology Workstation	22	0	0
21"w x 21"d			
Chalkboard	1	0	0
4' x 6' with oak or aluminum frame & map rail			
Clock	1	0	0
Wall-mounted			
Computer, Public Desktop	21	0	0
CPU, mouse & keyboard, w/15" flat plasma monitor			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Computer, Staff Desktop	1	0	0
CPU, mouse & keyboard, w/15" flat plasma monitor			
File Cabinet, Lateral (Four Drawer)	1	20	20
36"w x 18"d x 52"h			
Instructor's Station, Systems Furniture	1	60	60
48"w x 30"d (1 Person) - sit-down w/ power & data management			
Preparation Counter	1	40	40
6'w x 30"d - against wall			
Printer, Laser (B&W)	1	0	0
Projection Screen, Motorized Ceiling	1	0	0
Front projection			
Projector, Ceiling Mounted	1	0	0
17"w x 16"d x 7"h - AV & computer, LCD to DLP			
Recycling Bin	1	15	15
Shelving, SF 66"h Steel W/ 5 Shelves	3	12	36
3'w x 12"d unit			
Technology Carrel, Adjustable (Manual) Height	1	45	45
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			
Technology Training Table, Computer Lab	10	50	500
72"w x 30"d (2 Person) sit-down			
Waste Basket	2	4	8
13"w x 15"d x 15"h			
White Board	1	0	0
4' x 10' – erasable marker board			

FUNCTIONAL ACTIVITY

The purpose of the International Languages Area is to house collections in a variety of languages representing the ethnic diversity of the residents of the City of Hercules. With a population that is over 42% Asian Pacific Islander and 11% Hispanic, the demands on the collection to include materials in many languages will be high.

SPATIAL RELATIONSHIPS

The International Languages Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the area after passing through the security gates and the Browsing Area. Many library patrons may read exclusively in Non-English languages, and will exit the library via the Circulation Desk after making a selection in the stacks. The International Languages Area should be located near the Fiction Collection since they share the same adjacency requirements and can share a seating area.

ADJACENT:
>   Fiction

CLOSE:
>   Browsing
>   Circulation Services

PROXIMITY:
>   Library Entrance
>   Reference Services
>   Non-Fiction Collection

DIVISION SPACE SUMMARY	Sq. Ft.
International Languages Collections	68
TOTAL:	**68**

Functional Activity

This area of the collections will house the international languages print collections.

Collections

This area will house the international languages collections.

Relationships

The International Languages Collections should be located toward the front of the library in proximity to either the Circulation Desk or the Information Services Station and the main entrance to the library. The area should also be in proximity to the Fiction Collection since they share the same adjacency requirements and can share a seating area.

CLOSE:
> Browsing Area
> Circulation Desk
> Fiction Collection & Seating

PROXIMITY:
> Non-Fiction Collection & Seating
> On-line Public Access Catalog (OPAC)
> Public Entrance & Lobby

Flexibility

It is unlikely that this area would change, but it should be located near another collection and seating area with shelving in order to provide future flexibility in collection growth and development.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:
> Acoustical tile

WALLS:
> Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
> Fabric wall covering; Corner guards for columns and walls; Hanging track;
> Vinyl or carpet cove base

FLOOR:
> Anti-static carpet tile or heavy weight commercial anti-static carpet
> with enhanced backing (No carpet pad permitted)

Access

The International Languages Collections must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined on Page 8-13 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

Accessible reader seats and technology workstations will be available nearby in the Reference Collection and Seating Area and in the Homework Center.

Audible and visual emergency warning alarms are required. No location in the room can be

more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the Circulation Desk and the Browsing Area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned with bi-level switching so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

One single data drop (jack) per future reader seat, with a minimum requirement of network connectivity for at least four technology workstations. The outlets can be wall-mounted or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter on Page 8-10.

Security

The International Languages Collection will be supervised by staff at the Circulation Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, OPAC Area, and Reference Area. This directional sign ("International Languages") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Spanish Language". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound", "No Cell Phones"), changeable and permanent information signs (e.g., "Please do not reshelve library materials") and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use.   Electrical outlets will be co-located with data jacks in sufficient number for future technology workstations. Minimum service is based on one 20 amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**3**	**18**	**54**
3'W x 24"D unit w/end panels			
1760 International Languages			
<u>Description of Furniture & Equipment Units</u>			
Book Truck	**1**	**10**	**10**
36"w x 24"d			
Stool, Kick-Step	**1**	**0**	**0**
Waste Basket	**1**	**4**	**4**
13"w x 15"d x 15"h			

LIBRARY ENTRANCE   526 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of Library Entrance Division is to provide a formal entrance and lobby for the library building and access to ancillary services such as the Friends' Bookstore, Public Conference Room, Meeting Room, and the main Public Rest Rooms for the facility. The lobby will provide space for library patrons to enter and exit the library and will also provide space for gathering outside of the Meeting Room.

SPATIAL RELATIONSHIPS

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the Public Meeting Room. It should be conveniently located to allow access to both. The Library Entrance Division must be able to be locked off and separated from the library so that the meeting room and ancillary services can be open when the library is closed.

ADJACENT:

        Circulation Services
        Public Conference Room
        Meeting Room

CLOSE:

        Browsing
        Children's Library

PROXIMITY:

        Fiction Collection
        Reference Services

AWAY:

        General Building Services

DIVISION SPACE SUMMARY	Sq. Ft.
Friends' Bookstore and Café	526
Public Entrance & Lobby	N/A
Public Rest Rooms	N/A
TOTAL:	**526**

Friends' Bookstore and Café ⸻ 526 Sq. Ft.

Functional Activity

The Friends' Bookstore and Café will be operated by volunteers from the Friends of the Library. Library patrons and visitors to the Meeting Room and Public Conference Room will be able to stop in and browse through the store and make purchases. The revenues from the store will go toward financing the operation of the library. Books and materials in the store will be marketed with display shelving that should be attractive with an emphasis on browsing and eye-catching appeal. This room may be configured as a café in the future. At that time, the bookstore would also provide coffee and light refreshments for library patrons and meeting and program attendees to enjoy.

Occupancy

MEETING ROOM SEATS: 8

Relationships

The Friends' Bookstore and Café must be adjacent to the Public Entrance and Lobby and highly visible as people enter and exit the library.

ADJACENT:
> Public Entrance & Lobby

CLOSE:
> Kitchenette
> Meeting Room
> Public Conference Room

Flexibility

This space will probably never need to be expanded in the future, but it will need to be reasonably flexible since the availability of the Friends' volunteers can change. If underutilized in the future, this room should be able to be converted to another meeting room, training room, or study/tutoring room.

Fenestration

Fenestration is not required but an exterior display window with a view into the Friends' Bookstore and Café for the promotion of merchandise would be an asset.

Finishes

Since this area is located at the main entrance of the library, it must be very attractive and uncluttered. The retail nature of the space should be emphasized through the use of merchandise display techniques. The floor finishes must be stain resistant, dirt repellant, durable and low maintenance since this will be a relatively high traffic area and food and drinks may be served. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:
> Acoustical tile

WALLS:
> Vinyl, sisal or Fabric wall covering; Tackable surfaces; Vinyl or carpet cove base; Chair rail; Wall-mounted retailing display units

FLOOR:
> Anti-static carpet tile, unfinished quarry tile, vinyl tile, or heavy weight commercial anti-static carpet w/ enhanced backing (No carpet pad permitted); Vinyl tile or unglazed ceramic tile at sink and food preparation area

Access

The Friends' Bookstore and Café must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

If network access is available at the café tables for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the accessibility criteria outlined on Page 8-10 of the General Requirements Chapter.

The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to a volunteer's duties, (e.g., washing dishes), then an accessible wheelchair space under the sink should be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and the hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This space should be acoustically buffered from the library. The Bookstore will be part of the noisy entrance area. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to acoustically separate this area from the lobby so that patrons can shop undisturbed.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings.   Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the café.

Illumination

Specialized accent lighting of 40 to 50 foot candles at the bookstore entrance, counter tops, and all product display units including shelving. Light should be provided within in-wall glass display cases. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main checkout (point of sale) location; and one duplex data only outlet (two data) at each table location around the perimeter wall for laptop use, with associated power consisting of one duplex power receptacle for every one duplex data outlet provided.

Security

This space should be able to be secured separately from the library to allow for use after hours when the library is closed but when meetings are taking place in the building. Display cases should be lockable. Layout must balance control of merchandise with display in order to attract customers while diminishing theft. The volunteer workers in the store will supervise this space.

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby. This directional sign ("Friends' Bookstore") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and

1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Any permanent room identification signage ("Friends' Bookstore") must be wall-mounted on the latch side of the door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. Other signage should include changeable information signs including hours of operation and restriction signs (e.g., "No Smoking").

Electrical

Utility receptacles will be required for custodial use. GFI electrical outlets will be located at a minimum of 5-foot intervals along the food preparation counter and sink area. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor. Dedicated electrical outlets will be co-located with data jacks in sufficient number for future technology workstations. Minimum service is based on one 20 amp circuit per two to four planned or potential electronic workstations.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cabinets, Above Counter (Lockable)	7	0	0
1 linear foot x 24"d			
Cabinets, Below Counter (Lockable)	4	0	0
1 linear foot x 24"d			
Case, In-Wall Display	1	0	0
Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors			
Cash Register	1	0	0
Chair, Café	8	0	0
Chair, Task	1	0	0
Low back mid-quality with casters 25"w x 25"d			
Refrigerator	1	20	20
Full-sized - 32"w x 36"d x 68"h w/ freezer			
Shelving, DF 58"h Bookstore Display	6	27	162
36" Aisles - 3'w x 36"d w/10 angled shelves, wood			
Shelving, SF 90"h Steel W/ 7 Shelves	6	12	72
3'w x 12"d unit			
Sink	1	18	18
36"w x 24"d - In counter			
Table, Café	2	65	130
36" diameter (4 Person)			
Waste Basket	1	4	4
13"w x 15"d x 15"h			
Workstation, Bookstore Service Counter	1	45	45
4'w x 30"d w/ 5' behind desk & 3.5' in front			
Workstation, Café Service Counter	1	45	45
4'w x 30"d w/ 5' behind desk & 3.5' in front			
Workstation, Food Preparation Counter	1	30	30
4'w x 30"d - against wall			

Functional Activity

This space provides access to the library as well as its ancillary services. The entrance should consist of two pair of automatic or power-assist-option doors for patron convenience, set far enough apart to create a weather vestibule and to allow for universal access. The lobby should be an inviting space that welcomes the public to the library and the meeting rooms. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building.

Relationships

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. Access to the Public Conference Room, Meeting Room, Public Rest Rooms, and Circulation Area should be off the lobby.

ADJACENT:
>   Circulation Desk
>   Public Conference Room
>   Friends' Bookstore
>   Kitchenette
>   Meeting Room
>   Public Rest Rooms

CLOSE:
>   Browsing Area
>   Children's Entrance
>   Copy Center

PROXIMITY:
>   Branch Manager's Office
>   On-line Public Access Catalog

Flexibility

This space will probably not need to be expanded in the future, but it should be reasonably flexible since it will also serve as a display area for exhibits. This area will also provide space for occasional large receptions.

Fenestration

Glass is required in the front doors and inside windows to provide a view to the outside and a view into the library. Skylights or clerestories for additional natural light are recommended.

Finishes

Since this is the main entrance of the library and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

CEILING:
>   Plaster or acoustical tile

WALLS:
>   Highly durable and flame retardant; Paint (Latex semi-gloss recommended);
>   Sisal or vinyl wall covering; Marble or granite wainscoting; Etched,
>   silk-screened, or fritted glass to library or exterior; Hanging track

FLOOR:
>   Terrazzo tile, unfinished quarry tile with non-slip matte finish or
>   equal; Walk-off mats; Grating system

Access

The Public Entrance and Lobby will be accessible by means of a 36" minimum aisle and at least one 36" wide door, which has a minimum clearance of 32". Revolving doors cannot be the only entrance to the facility. If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doors in a series (to provide a weather lock) require a clear separation of no less than 48". Exterior doors can require no more than 8 ½ pounds of pressure to operate. Automatic or power-assist option doors are recommended for the primary entrance.

Doormats must be securely attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Pay telephones must comply with forward (maximum of 48" above finished floor) and side reach (maximum of 54" above finished floor) requirements and at least one (and at least one-half of the total number) must be an accessible telephone. If four or more phones are available for public use, either inside or outside of the facility, and at least one is inside the facility, then at least one must provide text display capability. If telephone books are made available to the public, then they must also comply with forward and side reach requirements. If telephones are located in sound enclosures then they must have a minimum 30" clearance at the entrance.

Signage will meet requirements as outlined in the Signage Space Detail and include identification of the location of accessible entrances with universal symbols and accessible public telephones with universal symbols.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library. This space should act like a sound vestibule between the main entrance and the library proper.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Air or weather lock, and/or double set of doors, may be required to maintain temperature and keep drafts from staff located near the Public Entrance.

Illumination

General lighting at 15 to 20 foot candles, with specialized accent lighting of 40 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within any in-wall glass display cases.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the information kiosk with additional outlets for future growth; and one single voice outlet (one voice) for each pay telephone location.

Security

The lobby should be able to be secured not only from the outside of the building, but also from the library itself to allow for the use of the Meeting Room when the library is closed. Much of the lobby should be visible to the staff at the Circulation Desk. The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building. The entry detection and alarm system main locator panel should also be located in this space. The inventory control gates should be located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

Signage

Required signage includes changeable information signs including hours of operation and

restriction signs (e.g., "No Smoking"). It should include a pictogram flag sign, perpendicular to the wall, for any elevators or rest rooms adjacent to the Lobby. Other signage will include fire and life safety lighted emergency exit signs, emergency evacuation maps, floor directories and weekly calendar of events board(s). The lobby may also include signs acknowledging public officials and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets will be co-located with data jacks in sufficient number for future technology workstations or information kiosk.

Inventory control system requires a standard 110/120 volt 60HZ circuit, high quality, surge and noise free electrical power. Electrical outlet for security system can not be controlled by a switch. Maximum operating current of 6 amps at 120 volts. Can be floor box or wall mounted.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Directory	1	0	0
Wall-mounted w/ changeable letters – 36" x 24"			
Donor Recognition Wall	1	0	0
Drinking Fountain	1	0	0
18"w x 19"d x 24"h - Built-in			
Planter, Square	2	0	0
24" square			
Security System Gates, Inventory Control	1	0	0
Three gates (two corridors) 83"w x 26"d x 70"h			
Sign, Announcement	1	0	0
Free standing			

Public Rest Rooms   0 Sq. Ft.

Functional Activity

This will be the main bank of Public Rest Rooms located just off the lobby which will serve library patrons and people attending programs in the meeting rooms.

Relationships

The Public Rest Rooms must be just off the Lobby and close to the Public Conference Room and the Meeting Room. The entrance to the rest rooms should be easy to find and convenient to the Meeting Room. The entrance to the rest rooms should be visible from the Circulation Desk if possible.

ADJACENT:
        Public Entrance & Lobby
CLOSE:
        Public Conference Room
        Meeting Room
PROXIMITY:
        Circulation Desk
        Custodial Sink & Storage Room

Flexibility

Rather than expand the existing rest rooms, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless accessibility requirements change.

Fenestration

No windows.

Finishes

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark resistant and easy to clean.

CEILING:
        Water resistant gypsum board with epoxy paint
WALLS:
        Glazed ceramic tile with dark grout
FLOOR:
        Unglazed ceramic tile with dark grout; Floor drains
STALLS:
        Wall mounted high-density solid plastic or stainless steel
FIXTURES:
        Sinks: Self-activated
        Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be

provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The sink and toilet fixtures must meet the accessibility requirements outlined on Page 8-8 of the General Requirements Chapter.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest rooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

Security

The staff at the Circulation desk will supervise the Public Rest Rooms and should be able to see the entrance to the rest rooms. All rest rooms will be lockable, so they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the rest room.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), centered on the rest room door 60" above the floor, in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode	5	0	0
Rest room			
Diaper Changing Counter	2	0	0
36"w x 18"d			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Hand Dryer	2	0	0
12"w x 7"d x 10"h - wall-mounted			
Mirror, With Shelf	2	0	0
Above counter			
Paper Towel Dispenser	2	0	0
Wall-mounted			
Sink And Counter	2	0	0
Rest room			
Soap Dispenser	2	0	0
5"w x 4"d x 10"h - Wall-mounted			
Stall	5	0	0
Rest room			
Urinal	1	0	0

NON-FICTION COLLECTION   994 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Non-Fiction Collection Division is to house the library's Non-Fiction Collection which is central to the library's role as a reference and resource library for the community. Library patrons usually need more assistance finding books in the Non-Fiction Collection than they do in the Fiction Collection so professional staff must be close at hand to provide assistance.

SPATIAL RELATIONSHIPS

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Reference Services Division before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:
> Reference Services

PROXIMITY:
> Fiction Collection

AWAY:
> Children's Library

DIVISION SPACE SUMMARY	Sq. Ft.
Non-Fiction Collection & Seating	994
TOTAL:	**994**

Functional Activity

After locating books in the non-fiction bookstacks, library patrons may sit down at tables, carrels or in lounge chairs to study the books. To permit a high degree of concentration, it is best if the seating areas are quiet and removed, although they must be easily accessible to the Non-Fiction Collection. Seating should be dispersed throughout the Non-Fiction Collection, not together in one large reading room.

While in the non-fiction bookstacks, patrons may wish to consult the library's catalog so the Non-Fiction Collection should be adjacent to the OPACs in Reference Services.

Occupancy

READER SEATS: 8

Collections

This area will house the library's Non-Fiction collection.

Relationships

The Non-Fiction Collection and Seating Area should be easily accessible and in the proximity of the Information Services Station (for assistance), Circulation Desk, Copy Center, Reference Collection, and the Fiction Collection. It should be located away from the noise of the Children's Area.

PROXIMITY:

      Circulation Desk
      Copy Center
      Fiction Collection & Seating
      Information Services Station
      Reference Collection & Seating

AWAY:

      Children's Library

Flexibility

It is unlikely that this area would change, but it should be located near another collection and seating area with shelving in order to provide future flexibility in collection growth and development.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

      Acoustical tile
WALLS:

      Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
      Fabric wall covering; Corner guards for columns and walls; Hanging track;
      Vinyl or carpet cove base
FLOOR:

      Anti-static carpet tile or heavy weight commercial anti-static carpet
      with enhanced backing (No carpet pad permitted)

Access

The Non-Fiction Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined on Page 8-13 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

Accessible reader seats and technology workstations will be available nearby in the Reference Collection and Seating Area and in the Homework Center.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter on Page 8-10.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide a minimum of one single data drop (jack) per reader seat, with network connectivity to every table and carrel; i.e., one quad data jack per reader table for four and one duplex for every carrel. The outlets can be wall-mounted at 6" above the table surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Security

The Non-Fiction Collection will be supervised by the staff at the Information Services Station. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not

easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes major area directional and identification signs which can be seen from the lobby, Circulation Desk, OPAC Area, and Reference Area. These directional signs ("Non-Fiction Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Non-Fiction Collection") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Biography" or "Art." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only – Alarm will Sound"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use.   Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one 20 amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	**45**	**18**	**810**
3'W x 24"D unit w/end panels			
15113 Non-Fiction			
<u>Description of Furniture & Equipment Units</u>			
Chair, Reader's	**8**	**0**	**0**
21"w x 21"d			
Stool, Kick-Step	**4**	**0**	**0**
Table, Reader's	**2**	**90**	**180**
72"w x 36"d x 29"h (4 Person)			
Waste Basket	**1**	**4**	**4**
13"w x 15"d x 15"h			

PERIODICALS COLLECTION   817 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of this division is to provide public access to periodicals (magazines, newspapers and other publications of a serial nature). The library's current magazines and newspapers will typically be housed on hinged slanted display shelving with back issues stored on a flat shelf underneath. The back issues will be available on open shelves with space for approximately three to five years of 30 titles. As a new library, the Hercules Library will have a small back stack of periodicals and may opt to install the shelving for these back issues at some future date or leave them available for expansion of other collections as needed.

SPATIAL RELATIONSHIPS

In some libraries, the Periodicals Collection Area is near the front of the library close to the new books or part of the Browsing Area. The Back Issues and Current Magazine and Newspaper Area can be located anywhere in the adult library as long as the public can find it easily and the space is relatively quiet. Access to the Circulation Division and to the Copy Center is desirable.

PROXIMITY:
> Circulation Services
> Copy Center

DIVISION SPACE SUMMARY	Sq. Ft.
Current Magazine & Newspaper Display & Seating	817
TOTAL:	**817**

Functional Activity

Library patrons will browse and read current magazines and newspapers in this space which is sometimes referred to as the library's "living room." The space should be comfortable and inviting for relatively long stays. Current magazines and newspapers will be displayed face out on sloped shelves.

Occupancy

READER SEATS: 15

Relationships

The location of the Current Magazine and Newspaper Display Area is flexible. While some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from the heavy traffic near the Library Entrance. This space, the "living room" of the library, should be a relaxing environment where patrons can read magazines and newspapers at their leisure. Wherever it is located, it will be advantageous if the staff at the Information Services Desk can provide supervision and assistance as needed.

PROXIMITY:
> Copy Center
> Information Services Station

Flexibility

This area may need to be expanded, reduced or converted to PC usage.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:
> Acoustical tile

WALLS:
> Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
> Fabric wall covering; Corner guards for columns and walls; Hanging track;
> Vinyl or carpet cove base

FLOOR:
> Anti-static carpet tile or heavy weight commercial anti-static carpet
> with enhanced backing (No carpet pad permitted)

Access

The Current Magazine and Newspaper Display and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter.

Access to stack areas must comply with accessibility requirements as outlined on Page 8-13 of the General Requirements Chapter. Current periodicals must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Shelving units should be no higher than 66" inches, or three sloped display shelves, high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

Accessible reader seats and technology workstations will be available nearby in the Reference Collection and Seating Area.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter on Page 8-10.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be moderately noisy. The Periodicals Area is frequently used by both adult patrons looking for quiet space to read and young adults and students in search of school report materials. Both patrons and librarians will be grateful for any reduction in noise provided by acoustical finishes and design. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor on the periodical shelving. Lighting must be evenly distributed from one end of a range to the other and from the top to the bottom of the shelving unit. Provide non-glare and shadowless light for an even distribution of light on magazine covers.

Provide a minimum of 30 to 40 foot candles of ambient light supplemented with floor lamp or table lamp task lighting for a softer lighting quality. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the technology workstation and printer locations with additional outlets provided for future growth. Provide a minimum of one single data drop (jack) per reader seat, with network connectivity to every table and carrel; i.e., one quad data jack per reader table for four and one duplex for every carrel. The outlets can be wall-mounted at 6" above the table surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Security

The Periodical Collection will be supervised by the staff at the Information Services Station. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby and Circulation Desk. This directional sign ("Current Periodicals" or "Magazine Reading Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height.

Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Periodicals") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Newspapers," and "Magazines." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "Magazines Do Not Circulate"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one 20 amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	3	18	54
3'W x 24"D unit w/end panels			
90 Back Issue Magazines			
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves	7	22	154
3'W x 24"D unit w/ flip up sloping shelf & shelf underneath			
126 Current Magazines			
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve	2	14	28
3'W x 12"D unit w/ fixed sloping shelf			
12 Current Newspapers			
Description of Furniture & Equipment Units			
Chair, Lounge	15	35	525
36"w x 36"d			
Lamp, Table	2	0	0
Table, End	4	12	48
30"w x 30"d x 20"h			
Waste Basket	2	4	8
13"w x 15"d x 15"h			

PUBLIC MEETING ROOMS   1,486 Sq. Ft.

FUNCTIONAL ACTIVITY

The function of this division is to provide space for cultural events, performances, conferences and meeting room space that can be used for library programs and by community groups as identified in the Community Needs Assessment. The Meeting Room will be a large open multi-purpose space with seating, a presenter's location, amplified sound, and projection capability. It should be easily reconfigured for training, tutoring, large children's programs, computer literacy instruction, or performances. The Public Conference room will be available for small group meetings.

SPATIAL RELATIONSHIPS

The major spatial relationship of this division is to the Library Entrance Division. Since the Meeting Room might be in use when the rest of the library is closed, access must be provided through the main lobby to the Meeting Room and to the Public Rest Rooms without compromising the library's security.

ADJACENT:

        Library Entrance

DIVISION SPACE SUMMARY	Sq. Ft.
AV, Chair & Table Storage Room	140
Custodial Sink & Supply Closet	N/A
Kitchenette	74
Meeting Room	975
Public Conference Room	297
TOTAL:	**1,486**

AV, Chair & Table Storage Room   140 Sq. Ft.

Functional Activity

This room will be used to store tables and chairs, and house audio-visual equipment that will be used in the Public Meeting Room. Some AV equipment, such as the sound system may be permanently located in this room and be operated from here.

Relationships

This room must be adjacent to the Meeting Room so that equipment can be moved back and forth easily. The door to the room should open directly into the Meeting Room.

ADJACENT:
> Meeting Room

Flexibility

It is not anticipated that this room will change function or need to be expanded.

Fenestration

No windows required.

Finishes

CEILING:
> Acoustical tile

WALLS:
> Paint (Latex semi-gloss recommended); Corner guards

FLOOR:
> Vinyl tile

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

HVAC

If AV equipment is housed and operated here, heat must not be allowed to build up.

Illumination

Minimal lighting required (10 to 15 foot candles); enough to move tables and chairs, and operate AV equipment. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

If AV distribution equipment is located in this room, the signal must be distributed to the Meeting Room, Conference Room, and other specified locations in the library. One standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Storage Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
AV/Technology Equipment Cart, Small	2	10	20
24"w x 18"d x 26"h			
Cabinet, AV Equipment	1	15	15
36"w x 26"d x 60"h, lockable			
Chair, Child's Stacking	30	0	0
14"w x 14"d			
Dolly, Chair	5	15	75
2'w x 3'd w/ 10 - 20 chairs stacked			
Dolly, Table	2	15	30
3'w x 2'd w/ 4 tables per dolly			
DVD Player	1	0	0
17"w x 13"d x 5"h			
Laser Pointer	1	0	0
Microphone, Floor	1	0	0
Microphone, Lavaliere	1	0	0
Wireless			
Microphone, Table	1	0	0
Projector, Data Portable	1	0	0
PC projection only			
Projector, Overhead	1	0	0
14"w x 5"d x 19"h			
Projector, Slide	1	0	0
Wireless remote			
TV Monitor, 20"	1	0	0
21"w x 20"d x 19"h			
Video Cassette Player/Recorder	1	0	0
16"w x 11"d x 4"h			

Custodial Sink & Supply Closet   0 Sq. Ft.

Functional Activity

Space must be provided throughout the building for sink closets and storage for custodial purposes. This is the main custodial closet for the Public Meeting Rooms Division.

Relationships

The closet can be located anywhere in the Division as long as it is convenient for the custodians who clean the Meeting Room and Public Rest Rooms.

CLOSE:

>   Public Conference Room
>   Meeting Room
>   Public Rest Rooms

Flexibility

It is not anticipated that this area will change purpose or require expansion unless an addition is built on to the building, and then additional custodial closets would be needed.

Fenestration

No windows.

Finishes

Minimally finished non-public area with durable water repellant surfaces.

CEILING:
> Exposed structure or acoustical tile

WALLS:
> Latex paint over sealed concrete; cement block or water resistant dry wall

FLOOR:
> Sealed concrete, or vinyl tile or sheet vinyl, with a floor drain

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If use of the sink is essential to an employee's job, (e.g., cleaning tasks), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution. All custodial closets should have negative ventilation to contain chemical fumes from spreading into the building, or, separate exhaust system to keep fumes from entering the building's return air supply system.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider motion detectors or occupancy sensors for energy savings.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

Security

Staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Automatic door-closing mechanism on heavy door.

Signage

Required signage includes a permanent room identification sign ("Custodial Closet" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use.   Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor. GFI required at sink areas.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Garbage Bin, Interior	1	0	0
Mop Bucket	1	0	0
20"w x 18"d - On casters w/ mop wringer			
Shelving, Industrial	1	0	0
SF 36"w x 24"d x 84"h steel w/ 6 shelves			
Sink, Mop	1	0	0

Kitchenette   74 Sq. Ft.

Functional Activity

As part of the Meeting Room Complex, the Kitchenette will serve as a warm-up kitchen and pantry for light refreshments served at community group meetings, receptions, and training sessions.

Relationships

The Kitchenette should be adjacent to the rear entrance of the Meeting Room so that refreshments can be brought in without disturbing a meeting or program. The Kitchenette should also be adjacent to the lobby where refreshments will be served. A pass through window might be included, so that light refreshments can be served without having to set up separate tables.

ADJACENT:
> Public Conference Room
> Meeting Room
> Public Entrance & Lobby

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No exterior windows are required, but a service window to the Meeting Room and/or the lobby are desirable.

Finishes

The finishes in this space should be light in color and easy to clean.
Counters and work surfaces should be a high quality laminate with rounded corners and edges to prevent injuries. Textured surfaces on cabinet faces and appliances will hide dirt and fingerprints.

CEILING:
> Acoustical tile

WALLS:
> Vinyl wall covering or paint (Latex gloss or semi-gloss recommended)

FLOOR:
> Unglazed ceramic tile, vinyl tile, linoleum, sheet vinyl, or carpet tile

Access

The Kitchenette must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Acoustics

This is a somewhat noisy area, because of occasional conversations between staff. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to keep the sound generated here from disturbing programs and meetings in the

Meeting Room.

HVAC

Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Kitchenette.

Illumination

Overhead lighting in combination with under cabinet task lighting and light colored finishes. Utilize occupancy sensors or motion detectors for energy savings.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security

The door(s) to the Kitchenette should be lockable and access controlled by staff. Cabinets should be lockable as well.

Signage

Required signage includes a permanent room identification sign ("Kitchenette" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Restriction signs (e.g., "Please Leave Kitchen Clean") and changeable and permanent information signs should also be included. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use.   Electrical outlets will be co-located with data jacks in sufficient number, and at a minimum of 5-foot intervals along any food preparation counter. GFI is required at the kitchen sink area.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cabinets, Above Counter (Lockable)	12	0	0
1 linear foot x 24"d			
Cabinets, Below Counter (Lockable)	8	0	0
1 linear foot x 24"d			
Coffee Maker/Urn	1	0	0
Hot Water Urn	1	0	0
Microwave Oven	1	0	0
30"w x 14"d x 16"h - countertop or under cabinet			
Paper Towel Dispenser	1	0	0
Wall-mounted			
Refrigerator, Compact	1	12	12
20"w x 21"d x 33"h - under counter			
Sink	1	18	18
36"w x 24"d - In counter			
Soap Dispenser	1	0	0
5"w x 4"d x 10"h - Wall-mounted			
Waste Basket	1	4	4
13"w x 15"d x 15"h			
Workstation, Food Preparation Counter	1	40	40
6'w x 30"d - against wall			

Functional Activity

The Meeting Room will provide audience seating for up to 60 at library programs, community meetings, lectures, continuing education, literacy tutoring, and other presentation. It will seat approximately 35 to 40 at folding tables or at ribbon tables for training. The room will house approximately 80 to 100 children on the floor (or on cushions) for a large children's program. A flat floor and no interior columns will allow multiple arrangements ranging from lectures and conferences to training layouts.

Occupancy

MEETING ROOM SEATS: 60

Relationships

The Meeting Room should be easily accessible from the Public Entrance and Lobby and readily accessible to the Public Rest Rooms. The Kitchenette should be adjacent to the rear entrance of the Meeting Room so that refreshments can be brought in without disturbing a meeting or program. A pass-through window might be included, so that light refreshments can be served without having to set up separate tables.

ADJACENT:
> AV, Chair & Table Storage Room
> Kitchenette
> Public Entrance & Lobby

CLOSE:
> Public Conference Room
> Custodial Sink & Supply Closet
> Public Rest Rooms

Flexibility

This space is not expected to expand or change function in the future. Internal flexibility, however, is required since this room will see many varied uses over the life of the building.

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:
> Acoustical tile

WALLS:
> Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:
> Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Meeting Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished

floor. Thresholds cannot exceed ½" in height.

Accessible seating locations are not required in rooms where removable seating is utilized, but every attempt should be made to provide seating locations that are accessible to the disabled and to accommodate the requirement for an adjacent companion seat.

Portable assistive listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of an assistive listening system.

Acoustics

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A "white noise" or sound masking system may be required to provide an appropriate environment for performances and presentations.

HVAC

The HVAC system for this room will be part of the system that serves the Public Meeting Rooms Division which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings.   Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Meeting Room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned with bi-level switching and dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any speaker or stage locations.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the main presentation location(s). This can be within the lectern or instructor's station, wall-mounted, or located in a recessed floor box.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power on the wall 6" above any perimeter counter or 15" above the finished floor at locations that will support computer terminals, phones, or supplemental networked equipment. At a minimum, provide one duplex outlet every ten feet on all walls in the Meeting Room.

Optionally, the Meeting Room may be used for computer training or distance learning either at the opening of the library or in the future. For a new construction project, at a minimum, the conduit/floor box or under-floor duct system should be installed to support future communications cabling. To provide network connectivity within this room for opening day, provide one single data drop per seat. This drop can be either terminated on the wall in a

standard wall plate or can be installed in the floor. Associated power will be required consisting of one duplex power receptacle for every single data drop (jack) provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets will meet the criteria outlined on Page 8- 10 of the General Requirements Chapter.

Audio - Visual

Presentation of videotape or DVD material in conference rooms may be accomplished using installed or portable televisions, but projection is recommended over monitors in rooms seating more than 12 people. For projection of computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrade the quality of the image.

The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room. For a more fully integrated presentation environment allowing unobstructed presentation, in a fully lighted room with no noise generated by projection equipment, a rear screen projection system is recommended. This framed, translucent "window" installed in the front wall of a room requires up to eight feet of clear space behind the projection surface. Rear screen projection will be considerably more expensive and require a great deal more space than a ceiling mounted front projection screen.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the Meeting Room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Meeting Room.

If the Meeting Room will be used to videotape events and presentations, or where it will be used for distance learning signal origination, accommodations must be made for placement of cameras. If cameras are to be portable, power outlets may be all that are required. If cameras are to be permanently installed and remotely controlled, it will be necessary to provide additional accommodations in the form of conduit for cable distribution to a central control point and blocking in the walls for mounting of the camera systems. Supplemental lighting may be required on the camera subjects.

Control panels enabling operation of audio-visual system functions from a single push-button or touch screen graphical panel are available. Remote control equipment is often employed to integrate the control of audio-visual devices with other room functions such as lighting, motorized projection screens, and drapery into a unified system. With a remote control system, all audio-visual devices and many room functions can be operated from a single control panel. Control panels, which must be located at all presentation locations, can be wireless, portable with wire, or permanently installed on a wall, or millwork. Remote control panels can vary from mechanically activated push button types to software-based touch screens.

Security

This area will have assigned staff who are charged with its supervision. The Meeting Room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby and Circulation Desk. This directional sign ("Meeting Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing

distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

A Permanent room identification sign ("Meeting Room") wall-mounted on the latch side of the doors at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets will be co-located with data jacks in sufficient number, and at a minimum of 4-foot intervals along any technology or work counters. Minimum service is based on one 20 amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Meeting Room - Stacking	60	14	840
25"w x 21"d			
Clock	1	0	0
Wall-mounted			
Flip Chart With Stand	1	30	30
28"w x 24"d x 70"h			
Lectern (w/ Space For A Portable Computer)	1	60	60
31"w x 29"d w/ microphone, speaker, light & clock			
Projection Screen, Wall Mounted	1	0	0
Front projection			
Projector, Ceiling Mounted	1	0	0
17"w x 16"d x 7"h - AV & computer, LCD to DLP			
Table, Meeting Room	5	0	0
72"w x 36"d x 29"h - folding			
Table, Meeting Room	10	0	0
60"w x 24"d x 29"h - folding			
Telephone Handset	1	0	0
TV Monitor, 55" Projection HDTV Screen	1	20	20
43"w x 24"d x 51"h			
Video Conferencing System	1	25	25
Mobile monitor, & camera w/ controls			
White Board	1	0	0
4' x 10' – erasable marker board			

Public Conference Room   297 Sq. Ft.

Functional Activity

The Public Conference Room will provide space for library programming, staff conferences, continuing education, and literacy tutoring. The room will have AV presentation capabilities and network access. It will be available for use when the library is closed.

Occupancy

MEETING ROOM SEATS: 16

Relationships

The Public Conference Room should be adjacent to the Public Entrance and Lobby of the building and readily accessible to the Public Rest Rooms, the Meeting Room, the Kitchenette and the AV, Chair & Table Storage Room. It should be accessible and available for use when the library is closed.

ADJACENT:
    Public Entrance & Lobby
CLOSE:
    AV, Chair & Table Storage Room
    Kitchenette
    Meeting Room
PROXIMITY:
    Custodial Sink & Supply Closet
    Public Rest Rooms

Flexibility

It is not anticipated that this room would change purpose or require expansion.

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:
    Acoustical tile
WALLS:
    Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen
FLOOR:
    Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Public Conference Room must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

A 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side

of the floor space adjoining either an accessible route or another clear floor space to accommodate an individual in a wheel chair who would like to attend a meeting in the Public Conference Room.

Portable assistive listening technology may be substituted for the required permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

Acoustics

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A white noise or sound masking system may be required to provide an appropriate environment for meetings, and conferences.

HVAC

The HVAC system for this room will be part of the system that serves the Public Meeting Rooms Division, which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings.   Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location. This can be within the conference room table or a recessed floor box.

Provide one standard duplex communications outlet (two voice and two data) co-located with associated power at the wall 6" above any perimeter counter or 15" above the finished floor at a table location to support a phone and supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Conference Room.

Optional, quad video conferencing outlet (four voice) co-located with associated power at the video conferencing or future/potential video conferencing location.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter on Page 8-10.

Audio - Visual

Presentation of videotape or DVD material in the Public Conference Room may be

accomplished using installed or portable televisions. To project computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the conference room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Public Conference Room.

Security

This area will have assigned staff who are charged with its supervision. The Conference Room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Conference Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use.   Electrical outlets will be co-located with data jacks in sufficient number, and at a minimum of 4-foot intervals along any equipment counter or credenza for portable equipment. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Conference Room	8	0	0
At conference table - 26"w x 28"d			
Chair, Conference Room	6	12	72
Against wall - 26"w x 28"d			
Credenza	1	30	30
72"w x 24"d x 30"h			
Presentation Center	1	0	0
48"w x 36"h w/ marker board, tack board, & flip chart			
Table, Conference	1	195	195
96"w x 42"d x 29"h (6 to 8 Person)			

FUNCTIONAL ACTIVITY

The primary function of the Reference Services Division is to provide the public with access to reference books, indexes, the Internet and electronic databases. This area is the research center of the library and houses the reference book collections, a central cluster of On-line Public Access Catalogs (OPACs) and technology workstations with Internet access. The reference staff will assist the public with their information searching in electronic and print formats.

SPATIAL RELATIONSHIPS

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first and then the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Collection, both of which should be highly visible from the entrance to the Public Entrance and Lobby.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively.

While the Young Adult Services Division should not be too close to the Reference Services Division, it should be in the proximity so that young adults can begin to use reference materials. The Periodicals Collection should be in the proximity of Reference Services so that staff can assist patrons, who have been searching periodical indexes to locate back issues. The Reference Services Division should be as far away from the Children's Library as possible to avoid disturbance from noise in the Children's Library.

ADJACENT:
> Non-Fiction Collection

CLOSE:
> Circulation Services

PROXIMITY:
> Young Adult Services

AWAY:
> Children's Library

DIVISION SPACE SUMMARY	Sq. Ft.
Information Services Station	406
On-line Public Access Catalog (OPAC)	180
Reference Collection & Seating	977
Study/Tutoring Room A	179
Study/Tutoring Room B	154
TOTAL:	1,896

Functional Activity

This is the Public Services (information help services) desk for the Children's Library and the Reference Area. It should be unimposing to encourage contact between the library's staff and patrons. Seating may be provided on the customer side of the desk to allow patrons to sit. There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods.

Occupancy

PUBLIC SERVICE DESK STATIONS: 3
READER'S SEATS: 2

Collections

This area will house any ready reference materials or staff files.

Relationships

The Reference Desk is the hub of both the Children's Library and the Reference Services Division and should be a predominant, easily identifiable feature. It must be adjacent to the OPACs and the Reference Collection for supervision and to assist patrons. The Desk should also be close to the Non-Fiction Collection, the Copy Center and the Study/Tutoring Rooms.

ADJACENT:
>> Children's Library
>> On-line Public Access Catalog (OPAC)
>> Reference Collection & Seating

CLOSE:
>> Copy Center
>> Current Magazine & Newspaper Display & Seating
>> Fiction Collection & Seating
>> International Languages
>> Non-Fiction Collection & Seating
>> Public Entrance & Lobby
>> Study/Tutoring Rooms
>> Young Adult Collection & Seating

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens.

Finishes

The finishes in this area present a special problem because they will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:
>> Acoustical tile
WALLS:
>> Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering
FLOOR:
>> Anti-static carpet tile

Access

The Information Services Station will be accessible by means of a 36" minimum aisle. It will contain no less than one accessible transaction counter located at a section of the counter

that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance on the patron side of the reference counter.

Acoustics

This area requires a moderate to high level of acoustical isolation to keep conversations between patrons and staff from spreading throughout the Reference Collection and to other parts of the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Information Services Station should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The Information Services Station is the central surveillance point for the Children's Library, Reference, Non-Fiction and Periodicals Collection, as well as potentially for the International Languages and Fiction Collections depending on the organization of the spaces in the building plan. As much of these areas as possible should be visible to the staff at this desk. The staff should be able to control entry into the study rooms electronically from this location or distribute keys or card keys if required.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Lobby, Circulation Desk, and OPAC Area. This directional sign ("Information Services Station") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Help Available at the Circulation Desk."

Electrical

Dedicated electrical outlets will be co-located with data jacks in sufficient number, and at a minimum of 4-foot intervals along the work counter. Each workstation location must have a separate dedicated 4-plex electrical outlet to accommodate a computer, barcode reader, printer, or other desktop electronic equipment. Minimum service is based on one 20 amp circuit per two to four electronic workstations.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	**4**	**12**	**48**
3'W x 12"D unit w/end panels & canopy top			
216 Ready Reference			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Book Truck	**2**	**10**	**20**
36"w x 24"d			
Chair, Task	**3**	**0**	**0**
Low back mid-quality with casters 25"w x 25"d			
Chair, Visitor's	**2**	**15**	**30**
Computer, Staff Desktop	**3**	**0**	**0**
CPU, mouse & keyboard, w/15" flat plasma monitor			
File Cabinet, Lateral (Three Drawer))	**1**	**20**	**20**
36"w x 18"d x 40"h			
Queuing Space (Per Person)	**6**	**6**	**36**
Telephone Handset	**2**	**0**	**0**
Waste Basket	**3**	**4**	**12**
13"w x 15"d x 15"h			
Workstation, Reference Desk	**3**	**80**	**240**
6'w x 30"d w/ 7' behind desk & 3.5' in front			

Functional Activity

The OPAC cluster is a bank of technology workstations with access to the library's on-line catalog, databases and indexes, and the Internet. Carrels or counters must be large enough to accommodate printers and personal belongings.

Occupancy

TECHNOLOGY WORKSTATIONS: 6

Relationships

The OPAC cluster must be close to the Information Services Station and/or the Circulation Desk, so that the staff can assist patrons using the OPACs, and patrons can easily reach staff when they have questions. The OPAC cluster should be close to the Non-Fiction Collection and Reference Collection since many patrons will proceed from an OPAC to the stacks after finding a citation.

ADJACENT:

         Information Services Station
         Non-Fiction Collection & Seating
         Reference Collection & Seating

CLOSE:

         Circulation Desk

PROXIMITY:

         Public Entrance & Lobby

Flexibility

The space should be designed with no walls or fixed equipment. It is very likely that this area will need to be expanded in the future, and more OPAC stations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and low maintenance since they will receive very heavy traffic. Wall finishes should be mark resistant, attractive durable, and easily cleaned.

CEILING:

         Acoustical tile

WALLS:

         Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

         Anti-static carpet tile

Access

The OPAC Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter.

Accessible technology workstations will be available nearby in the Reference Collection and Seating Area and in the Homework Center.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Acoustics

This will be a relatively noisy area since many people will be walking by and others will be

talking with one another and the librarians while using the OPACs. Standard acoustical dampening strategies must be utilized to minimize the noise in this area.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover.

Illumination

Minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the OPAC and printer locations with additional outlets provided for growth.

Security

This area will be supervised by staff at the Circulation Desk or the Information Services Station. Sight lines from these desks to this area should not be obstructed.

Signage

Required signage includes a well-lighted major area identification sign which can be seen from the Library's Entrance or Lobby. This directional sign ("Library Catalog") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The signage for all of the nearby collections in the library should be visible to patrons from the OPAC Area. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Printing Available at Reference Stations"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one 20 amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located along any technology counters at 4-foot intervals and along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Technology Workstation	6	0	0
21"w x 21"d			
Computer, OPAC Desktop	6	0	0
CPU, w/ monitor, keyboard & mouse			
Printer, Laser (B&W)	2	0	0
Technology Carrel	6	30	180
36"w x 30"d (1 Person) stand-up w/ power & data management			

Reference Collection & Seating — 977 Sq. Ft.

Functional Activity

The function of this space is to house the library's reference books and provide seating for patrons who wish to use these collections or the library's Internet workstations.

Occupancy

READER SEATS: 13 (1 accessible)
TECHNOLOGY WORKSTATIONS: 12 (2 accessible)

Collections

Reference books include dictionaries, directories, encyclopedias, almanacs, government documents and other research oriented material.

Relationships

The Reference Collection and Seating Area must be close to the Information Services Station and the Copy Center, and adjacent to the OPACs and the Study/Tutoring Rooms.

ADJACENT:
> On-Line Public Access Catalog (OPAC)
> Study / Tutoring Rooms

CLOSE:
> Information Services Station
> Copy Center

PROXIMITY:
> Non-Fiction Collection & Seating

AWAY:
> Children's Entrance

Flexibility

It is not likely that this area will need to expand, but some space may need to be converted to accommodate more electronic workstations in the future. To that end, flexibility should be a goal, and a potential conversion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:
> Acoustical tile

WALLS:
> Paint (Latex semi-gloss recommended); Corner guards for columns and walls; Vinyl or carpet cove base

FLOOR:
> Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Reference Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter.

Access to collections in stack areas must comply with accessibility requirements as outlined on Page 8-13 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

The Reference Collection & Seating Area will contain two accessible technology workstations and an accessible reader table. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This should be a relatively quiet area since many people will be here to do serious research and study. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed research.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned with bi-level switching so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the technology workstation and printer locations with additional outlets provided for future growth. Provide a minimum of one single data drop (jack) per reader seat, with network connectivity to every table and carrel; i.e., one quad data jack per reader table for four and one duplex for every carrel. The outlets can be wall-mounted at 6" above the table surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter on Page 8-10.

Security

The Reference Collection will be supervised by staff at the Information Services Station. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily

observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes major area directional and identification signs which can be seen from the Lobby, Circulation Desk, and OPAC Area. This directional sign ("Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Business Reference," "Careers," and "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Minimum service is based on one 20 amp circuit per two to four planned or potential electronic workstations. Electrical outlets should be located in all support columns and along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	8	18	144
3'W x 24"D unit w/end panels			
1620 Reference			
Description of Furniture & Equipment Units			
Atlas Case	1	25	25
31"w x 25"d x 43"h w/ 5 shelves			
Chair, Reader's	13	0	0
21"w x 21"d			
Chair, Technology Workstation	12	0	0
21"w x 21"d			
Computer, Public Desktop	12	0	0
CPU, mouse & keyboard, w/15" flat plasma monitor			
Stool, Kick-Step	4	0	0
Table, Accessible - Adjustable Height (Manual)	1	40	40
48"w x 30"d x 22" – 50"h (1 Person) dual surface			
Table, Reader's	3	90	270
72"w x 36"d x 29"h (4 Person)			
Technology Carrel	10	40	400
41"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel, Adjustable (Manual) Height	2	45	90
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Waste Basket	2	4	8
13"w x 15"d x 15"h			

Functional Activity

This space will serve as a quiet study room. As noted in the Community Needs Assessment, it may also serve as a room for student projects, small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a room for library patrons to work on collaborative projects.

The Study/Tutoring Room should be located in a public area where it is highly visible to staff at a nearby service desk or in a workroom. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER SEATS: 6

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Circulation Desk or the Information Services Station.

ADJACENT:

> Reference Collection & Seating
> Study/Tutoring Room B

PROXIMITY:

> Information Services Station

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the room may not serve its original purpose or other space needs may become more critical, so design should allow for flexibility. The room could be converted into a staff office if needed in the future.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

> Acoustical tile

WALLS:

> Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:

> Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

Study/Tutoring Room A must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Accessible study space and technology workstations will be available nearby in the

Reference Collection and Seating Area, the Homework Center, and in the Children's Collection and Seating Area.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria in the General Requirements Chapter on Page 8-10.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Audio - Visual

The Study/Tutoring Room will support the use of portable audio-visual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Study/Tutoring Room must be readily supervised by staff at the Circulation Desk or Information Services Station. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Reader's 21"w x 21"d	6	0	0
Clock Wall-mounted	1	0	0
Table, Group Study 72"w x 48"d x 29"h (6 Person)	1	175	175
Waste Basket 13"w x 15"d x 15"h	1	4	4
White Board 3' x 6' – erasable marker board	1	0	0

Study/Tutoring Room B   154 Sq. Ft.

Functional Activity

See Study/Tutoring Room A

Occupancy

READER SEATS: 4

Relationships

This room should be visible from the Circulation Desk or the Information Services Station.

ADJACENT:
>   Reference Collection & Seating
>   Study/Tutoring Room A

PROXIMITY:
>   Information Services Station

Flexibility

See Study/Tutoring Room A

Fenestration

See Study/Tutoring Room A

Finishes

See Study/Tutoring Room A

Access

See Study/Tutoring Room A

Acoustics

See Study/Tutoring Room A

HVAC

See Study/Tutoring Room A

Illumination

See Study/Tutoring Room A

Telecommunications

See Study/Tutoring Room A

Audio - Visual

See Study/Tutoring Room A

Security

See Study/Tutoring Room A

Signage

See Study/Tutoring Room A

Electrical

See Study/Tutoring Room A

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Group Study At table or counter - 21"w x 21"d	4	0	0
Clock Wall-mounted	1	0	0

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Table, Group Study	1	150	150
60"w x 36"d x 29"h (4 Person)			
Waste Basket	1	4	4
13"w x 15"d x 15"h			
White Board	1	0	0
3' x 6' – erasable marker board			

YOUNG ADULT SERVICES   633 Sq. Ft.

FUNCTIONAL ACTIVITY

The function of this Division is to provide services to young adults (primarily ages 12 to 16) by giving them a space in the library that they can call their own. In this space, the needs of young adults can be met with special collections, limited privacy, and the ability for young adults to exchange ideas conversationally without disturbing other patrons or staff.

SPATIAL RELATIONSHIPS

The YA Division should be relatively close to the Circulation Services Division so that staff can supervise the young people. It should be in the proximity of the Reference Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Reference Services because the noise generated in the YA Division may disturb the patrons who need quiet for study or research. The Young Adult Services Area should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

PROXIMITY:
> Circulation Services
> Reference Services

AWAY:
> Children's Library

DIVISION SPACE SUMMARY	Sq. Ft.
Young Adult Collection & Seating	633
TOTAL:	**633**

Functional Activity

Young adults will congregate in this space to find books and magazines, and to read, study and talk with their friends. There will be a good deal of interaction between the young people, and the tables and chairs should be arranged to permit some socializing, (i.e., lounge seats should face one another) This area should be somewhat out of the way to keep the noise level from disturbing other library patrons, however the space must be easily supervised by staff at the nearest service desk.

Occupancy

READER SEATS: 16
TECHNOLOGY WORKSTATIONS: 4

Collections

This area will house young adult fiction, young adult non-fiction, young adult magazines, paperback books, and career guidance materials.

Relationships

The Young Adult Collection & Seating area should be adjacent to the Study/Tutoring Rooms in the Reference area. It should be near the Circulation Desk so that staff may supervise and assist the young adults, but the space should not be near the Children's Library.

PROXIMITY:
Circulation Desk
AWAY:
Children's Library

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean. Since a special effort is being made to serve young adults in this area, the interior design should include graphics, banners, and posters that appeal to teens.

CEILING:
Acoustical tile
WALLS:
Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric Wall covering with tackable acoustical panels; Corner guards
for columns and walls; Hanging track; Vinyl or carpet cove base
FLOOR:
Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted)

Access

The Young Adult Collection and Seating Area must meet the aisle, corridor, and path of travel accessibility requirements as outlined on Page 8-3 of the General Requirements Chapter.

Accessible reader seats and technology workstations will be available nearby in the Reference Collection and Seating Area and the Homework Center.

Access to collections must comply with accessibility requirements as outlined on Page 8-13 of the General Requirements Chapter. Shelving height is unrestricted unless an attendant will not be available, and then it is limited to 54" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Acoustics

A moderate to high level of acoustical dampening is required to keep noise generated in this area from spreading through the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide non-glare and shadowless light for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable. Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens.

The use of non-glare accent lighting to highlight this space is encouraged to help draw young adults to this area. Consider use of neon light in this space to attract young adults. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat with network connectivity to all of the tables (e.g, one quad per table for four) and all technology carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the General Requirements Chapter on Page 8-10.

Security

Staff at the Circulation Desk will supervise this area. It is critical that staff can view the entire space, including bookstack and seating areas. If this space is located within a room for sound attenuation, a window wall should provides unobstructed views of the occupants in the room from the desk.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, and OPAC Area. This directional sign ("Young Adults") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Young Adults") must be wall-mounted on the latch

side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "College Guides," "Paperbacks," and "YA Non-Fiction." A changeable insert sign system is required for stack end panels.

Electrical

Utility receptacles will be required for custodial use. Dedicated electrical outlets will be co-located with data jacks in sufficient number. Electrical outlets should be located along perimeter walls at 10-foot intervals at not less than 15" above finished floor.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	18	18
3'W x 24"D unit w/end panels & canopy top			
390 Young Adult Fiction			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	1	18	18
3'W x 24"D unit w/end panels & canopy top			
472 Young Adult Paperbacks			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	1	12	12
3'W x 12"D unit w/end panels & canopy top			
90 Careers			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	1	12	12
3'W x 12"D unit w/end panels & canopy top			
165 Young Adult Non-Fiction			
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	1	14	14
3'W x 12"D unit w/ flip up sloping shelf & shelf underneath			
9 Young Adult Current Magazines			
Description of Furniture & Equipment Units			
Bulletin Board	2	0	0
Chair, Lounge	4	35	140
36"w x 36"d			
Chair, Reader's	12	0	0
21"w x 21"d			
Chair, Technology Workstation	4	0	0
21"w x 21"d			
Computer, Public Desktop	4	0	0
CPU, mouse & keyboard, w/15" flat plasma monitor			
Printer, Laser (B&W)	1	0	0
Table, Reader's	3	85	255
66"w x 36"d x 29"h (4 Person)			
Technology Carrel	4	40	160
41"w x 30"d (1 Person) sit-down w/ power & data management			
Waste Basket	1	4	4
13"w x 15"d x 15"h			

Net Sq. Ft. Summary for Furniture & Equipment and Shelving

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Inventory Items:			
Atlas Case 31"w x 25"d x 43"h w/ 5 shelves	1	25	25
Atlas Case, Child's 32"w x 21"d x 34"h w/ 4 shelves	1	25	25
AV Bin, Depressible	1	20	20
AV/Technology Equipment Cart, Small 24"w x 18"d x 26"h	2	10	20
Bar Code Reader, Fixed Mount	4	0	0
Bar Code Reader, Hand-Held	2	0	0
Book Bin, Depressible In Circulation Desk	1	0	0
Book Bin, Depressible	1	20	20
Book Delivery Cart 20"w x 60"d x 40"h	1	20	20
Book Truck 36"w x 24"d	27	10	270
Box, Cardboard In transition or storage	16	0	0
Box, Cardboard In transition or storage	25	4	100
Bulletin Board	8	0	0
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	1	15	15
Cabinets, Above Counter 1 linear foot x 24"d	45	0	0
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	32	0	0
Cabinets, Below Counter 1 linear foot x 24"d	14	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	28	0	0
Cabinets, Full Height 1 linear foot x 24"d	6	5	30
Cabinets, Full Height (Lockable) 1 linear foot x 24"d	4	5	20
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	1	0	0
Cash Register	2	0	0

Inventory Items:

	QTY	Sq. Ft.	Sq. Ft.
Chair, Café	12	0	0
Chair, Child's 14"w x 13"d x 10-16"h	24	0	0
Chair, Child's Lounge 21"w x 19"d	4	20	80
Chair, Child's Stacking 14"w x 14"d	30	0	0
Chair, Conference Room At conference table - 26"w x 28"d	12	0	0
Chair, Conference Room Against wall - 26"w x 28"d	6	12	72
Chair, Group Study At table or counter - 21"w x 21"d	4	0	0
Chair, Juvenile 16"w x 16"d x 16-18"h	9	0	0
Chair, Lounge 36"w x 36"d	33	35	1,155
Chair, Meeting Room - Stacking 25"w x 21"d	60	14	840
Chair, Reader's 21"w x 21"d	47	0	0
Chair, Staff Lounge 36"w x 36"d	2	35	70
Chair, Supervisor's Mid-back mid-quality	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	25	0	0
Chair, Technology Workstation 21"w x 21"d	54	0	0
Chair, Visitor's	2	15	30
Chalkboard 4' x 6' with oak or aluminum frame & map rail	1	0	0
Change Machine (Bill & Coin) Wall-mounted, 12"w x 15"d x 22"h	1	15	15
Children's Craft Counter 4'w x 30"d - against wall	1	30	30
Cleaning Cart 38"w x 20"d x 38"h	1	15	15
Clock Wall-mounted	10	0	0
Coffee Maker/Urn	2	0	0
Commode Rest room	7	0	0

Inventory Items:

Item	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Computer Server, Mini (CPU) Floor-mounted - 24"w x 30"d x 30"h	1	25	25
Computer Stand	1	20	20
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	6	0	0
Computer, Public Desktop CPU, w/ monitor, keyboard & mouse	47	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	16	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	2	50	100
Credenza 60"w x 24"d x 30"h	1	25	25
Credenza 72"w x 24"d x 30"h	1	30	30
Cushion, Floor 16"w x 16"d	30	7	210
Cutting Board, Kitchen 22"w x 18"d x 1"h	1	0	0
Desk, Branch Manager's 66"w x 36"d	1	60	60
Diaper Changing Counter 36"w x 18"d	3	0	0
Dictionary Stand, Child's 24"w x 14"d x 35"h w/ 2 shelves	1	12	12
Directory Wall-mounted w/ changeable letters – 36" x 24"	1	0	0
Dolly, Chair 2'w x 3'd w/ 10 - 20 chairs stacked	7	15	105
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	4	15	60
Donor Recognition Wall	1	0	0
Drinking Fountain 18"w x 19"d x 24"h - Built-in	1	0	0
DVD Player 17"w x 13"d x 5"h	2	0	0
FAX Machine, Desktop 30"w x 17"d x 21"h	1	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	4	20	80
File Cabinet, Lateral (Three Drawer)) 36"w x 18"d x 40"h	1	20	20
File Cabinet, Lateral (Two Drawer) 36"w x 18"d x 28"h	2	20	40

Inventory Items:

Item	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Fire Extinguisher, Halon Hand-held, wall-hung unit	1	0	0
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	2	0	0
Flat File 54"w x 42"d x 36"h -10 drawers for posters, maps, paper	1	40	40
Flip Chart With Stand 28"w x 24"d x 70"h	1	30	30
Garbage Bin, Interior	1	0	0
Garbage Bin, Interior	1	15	15
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	4	0	0
Hand Truck 23"w x 18"d x 51"h	1	4	4
Hot Water Urn	2	0	0
In & Out Board Staff location	1	0	0
Instructor's Station, Systems Furniture 48"w x 30"d (1 Person) - sit-down w/ power & data management	1	60	60
Key Cabinet 12"w x 5"d x 16"h	1	0	0
Label Maker 5"w x 8"d x 4"h	1	0	0
Ladder, Extension 22"w x 55"–156"h - Wall-mounted	1	0	0
Ladder, Step	1	2	2
Lamp, Table	3	0	0
Laser Pointer	1	0	0
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	1	60	60
Locker Unit 12"w x 12"d x 62"h (Three 20"h lockers)	5	5	25
Mail Boxes, Staff 72"w x 16"d x 32"h – 24 slots per unit w/ counter	1	30	30
Mat, Anti-fatigue	3	0	0
Microphone, Floor	1	0	0
Microphone, Lavaliere Wireless	1	0	0
Microphone, Table	1	0	0
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	2	0	0

Inventory Items:

Item	QTY	Unit Sq. Ft.	Extended Sq. Ft.
Mirror Full length	1	0	0
Mirror, With Shelf Above counter	4	0	0
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	0	0
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	4	4
Paper Cup Dispenser 3" diameter x 18"h - Wall-mounted	1	0	0
Paper Cutter	1	0	0
Paper Towel Dispenser Wall-mounted	8	0	0
Planter, Square 24" square	2	0	0
Preparation Counter 6'w x 30"d - against wall	2	40	80
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0
Printer, Laser (B&W)	8	0	0
Printer, Receipt	2	0	0
Projection Screen, Motorized Ceiling Front projection	2	0	0
Projection Screen, Wall Mounted Front projection	1	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	2	0	0
Projector, Data Portable PC projection only	1	0	0
Projector, Overhead 14"w x 5"d x 19"h	1	0	0
Projector, Portable AV & Computer LCD/DLP 10"w x 14"d x 5"h - Multimedia (TV, VCR, DVD, Video, VGA-XGA Etc.) Projection	1	0	0
Projector, Slide Wireless remote	1	0	0
Queuing Space (Per Person)	14	6	84
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	1	30	30
Rack, Information 30"w x 18"d x 25"h - countertop	2	0	0
Rack, Literature Display Handout Wall-mounted	2	0	0
Recycling Bin	7	15	105

Inventory Items:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Refrigerator Full-sized - 32"w x 36"d x 68"h w/ freezer	2	20	40
Refrigerator, Compact 20"w x 21"d x 33"h - under counter	1	12	12
Router Rack-mounted - 8"w x 20"d x 24"h	1	0	0
Safe, Wall 17"w x 16"d x 13"h	1	0	0
Security System Book & Media Resensitizer Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC	2	0	0
Security System Book Desensitizer Desktop non-electric unit 10"w x 5"d x 1.5"h	2	0	0
Security System Book Resensitizer Hand-held non-electric unit 5.5"w x 3"d x 3.5"h	1	0	0
Security System Desensitizer/Resensitizer Counter unit w/audible signal 20"w x 18"d x 7.5"h AC	2	0	0
Security System Gates, Inventory Control Three gates (two corridors) 83"w x 26"d x 70"h	1	0	0
Security System Media Desensitizer Desktop non-electric unit 10"w x 4.25"d x 2.25"h	2	0	0
Security System Media Resensitizer Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h	1	0	0
Self Check-Out Counter 4'w x 30"d - against wall	2	30	60
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	2	0	0
Server, Floor Mount 8" or 24"w x 20"d x 24"h	1	10	10
Shelving, DF 58"h Bookstore Display 36" Aisles - 3'w x 36"d w/10 angled shelves, wood	6	27	162
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	1	0	0
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	6	15	90
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	3	12	36
Shelving, SF 84"h Steel W/ 6 Shelves 3'w x 12"d unit	5	12	60
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	2	10	20
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	21	12	252
Sign, Announcement Free standing	1	0	0

Inventory Items:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Sink 36"w x 24"d - In counter	5	18	90
Sink And Counter Rest room	4	0	0
Sink, Mop	1	0	0
Sink, Mop	1	6	6
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	7	0	0
Sofa (2 Seat) 56"w x 32"d	1	55	55
Stall Rest room	5	0	0
Stool	2	0	0
Stool, Kick-Step	13	0	0
Storage Cabinet 36"w x 18"d x 65"h	2	18	36
Storage Cabinet, Hazardous Materials 43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)	1	20	20
Switch	2	0	0
Table, Accessible - Adjustable Height (Manual) 36"w x 30"d x 22" – 50"h (1 Person) single surface	1	30	30
Table, Accessible - Adjustable Height (Manual) 48"w x 30"d x 22" – 50"h (1 Person) dual surface	1	40	40
Table, Café Staff (4) - 30" diameter	1	60	60
Table, Café 36" diameter (4 Person)	2	65	130
Table, Children's 72"w x 36"d x 21-26"h (6 Person)	4	90	360
Table, Coffee 30"w x 30"d x 17"h	1	45	45
Table, Conference Staff (4) - 42" diameter x 29"h	1	70	70
Table, Conference 96"w x 42"d x 29"h (6 to 8 Person)	1	195	195
Table, Drum 24"diameter x 15" - 24"h	2	8	16
Table, End 30"w x 30"d x 20"h	8	12	96
Table, Group Study 60"w x 36"d x 29"h (4 Person)	1	150	150
Table, Group Study 72"w x 48"d x 29"h (6 Person)	1	175	175

Inventory Items:

Item	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Table, Juvenile 66"w x 36"d x 27"h (4 Person)	2	85	170
Table, Meeting Room 60"w x 24"d x 29"h - folding	15	0	0
Table, Reader's 48" diameter x 29"h (4 Person)	2	80	160
Table, Reader's 72"w x 36"d x 29"h (4 Person)	5	90	450
Table, Reader's 66"w x 36"d x 29"h (4 Person)	3	85	255
Technology Carrel 36"w x 30"d (1 Person) stand-up w/ power & data management	6	30	180
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	22	40	880
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	5	45	225
Technology Training Table, Computer Lab 72"w x 30"d (2 Person) sit-down	10	50	500
Telecommunications Backboard 8'w x 8'h wall-mounted fire-rated plywood	1	28	28
Telephone Central Station	1	0	0
Telephone Handset	13	0	0
TV Monitor, 20" 21"w x 20"d x 19"h	1	0	0
TV Monitor, 55" Projection HDTV Screen 43"w x 24"d x 51"h	1	20	20
TV/VCR Player Combination unit - 15"w x 15"d x 16"h	1	18	18
Typewriter Stand	1	20	20
Typewriter, Electric 22"w x 18"d x 8"h	1	0	0
Uninterruptible Power Supply (UPS), Multiple Devices Floor mount - 12"w x 24"d x 72"h	1	10	10
Urinal	1	0	0
Vacuum Cleaner, Dry Upright 15"w x 12"d x 42"h	1	8	8
Vendor Card Encoder/Dispenser Wall-mount	1	0	0
Video Cassette Player/Recorder 16"w x 11"d x 4"h	1	0	0
Video Conferencing System Mobile monitor, & camera w/ controls	1	25	25

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Inventory Items:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Waste Basket 13"w x 15"d x 15"h	38	4	152
White Board 3' x 6' – erasable marker board	7	0	0
Workstation, Bookstore Service Counter 4'w x 30"d w/ 5' behind desk & 3.5' in front	1	45	45
Workstation, Café Service Counter 4'w x 30"d w/ 5' behind desk & 3.5' in front	1	45	45
Workstation, Children's Counter 6'w x 30"d - against wall	1	45	45
Workstation, Children's Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	1	75	75
Workstation, Circulation Check-In Counter 8'w x 30"d - against wall	1	55	55
Workstation, Circulation Check-Out Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	3	80	240
Workstation, Clerical Counter 6'w x 30"d - against wall	1	40	40
Workstation, Clerical Office System 5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	4	40	160
Workstation, Food Preparation Counter 4'w x 30"d - against wall	2	30	60
Workstation, Food Preparation Counter 6'w x 30"d - against wall	1	40	40
Workstation, Librarian's Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	3	75	225
Workstation, Mail Check-In & Sorting Counter 8'w x 30"d - against wall	1	55	55
Workstation, Mending Counter 4'w x 30"d - against wall	1	30	30
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	3	80	240
Workstation, Sorting Counter 8'w x 30"d - against wall	1	55	55
Workstation, Volunteer's Office System 5' x 6' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal	3	30	90

Inventory Sub-Total: **11,145**

Shelving Units:

Furniture and Equipment	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.

Shelving Units:

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves	2	27	54
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	18	18	324
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves 3'W x 24"D unit w/end panels & canopy top	33	18	594
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 3'W x 24"D unit w/end panels	11	18	198
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels	71	18	1,278
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelvs 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	4	12	48
36" Aisle SF 45"H Steel Shelving W/ 2 Shelves 3'W x 12"D unit w/end panels & canopy top	2	12	24
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/end panels & canopy top	4	12	48
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 3'W x 12"D unit w/end panels & canopy top	20	12	240
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/end panels	2	12	24
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	14	20	280
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves	3	30	90
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	4	20	80
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves 3'W x 24"D unit w/ flip up sloping shelf & shelf underneath	7	22	154
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath	1	14	14
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve 3'W x 12"D unit w/ fixed sloping shelf	2	14	28
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 audio CD's / box	7	12	84
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 DVD / box	5	12	60
Video Cassette DF 66" Shelving Unit W/10 Divider Shelvs 3'W x 24"D unit - 28 video cassettes/shelf	5	20	100

Shelving Sub-Total: **3,722**

Total Net Assignable SqFt for Furniture and Equipment: __14,867__

Cost Summary for all Furniture & Equipment and Shelving

Furniture and Equipment	UNIT QTY	UNIT COST	EXTENDED COST
Inventory Items:			
Atlas Case	1	$1,600	$1,600
31"w x 25"d x 43"h w/ 5 shelves			
Atlas Case, Child's	1	$1,500	$1,500
32"w x 21"d x 34"h w/ 4 shelves			
AV Bin, Depressible	1	$900	$900
AV/Technology Equipment Cart, Small	2	$150	$300
24"w x 18"d x 26"h			
Bar Code Reader, Fixed Mount	4	$1,000	$4,000
Bar Code Reader, Hand-Held	2	$1,000	$2,000
Book Bin, Depressible	2	$900	$1,800
Book Delivery Cart	1	$575	$575
20"w x 60"d x 40"h			
Book Truck	27	$500	$13,500
36"w x 24"d			
Box, Cardboard	41	$0	$0
In transition or storage			
Bulletin Board	8	$280	$2,240
Cabinet, AV Equipment	1	$650	$650
36"w x 26"d x 60"h, lockable			
Cabinets, Above Counter	45	$300	$13,500
1 linear foot x 24"d			
Cabinets, Above Counter (Lockable)	32	$325	$10,400
1 linear foot x 24"d			
Cabinets, Below Counter	14	$400	$5,600
1 linear foot x 24"d			
Cabinets, Below Counter (Lockable)	28	$425	$11,900
1 linear foot x 24"d			
Cabinets, Full Height	6	$600	$3,600
1 linear foot x 24"d			
Cabinets, Full Height (Lockable)	4	$625	$2,500
1 linear foot x 24"d			
Case, In-Wall Display	1	$2,500	$2,500
Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors			
Cash Register	2	$600	$1,200
Chair, Café	12	$200	$2,400
Chair, Child's	24	$200	$4,800
14"w x 13"d x 10-16"h			
Chair, Child's Lounge	4	$700	$2,800
21"w x 19"d			

Chair, Child's Stacking 14"w x 14"d	30	$100	$3,000
Chair, Conference Room At conference table - 26"w x 28"d	18	$650	$11,700
Chair, Group Study At table or counter - 21"w x 21"d	4	$400	$1,600
Chair, Juvenile 16"w x 16"d x 16-18"h	9	$200	$1,800
Chair, Lounge 36"w x 36"d	33	$1,200	$39,600
Chair, Meeting Room - Stacking 25"w x 21"d	60	$200	$12,000
Chair, Reader's 21"w x 21"d	47	$400	$18,800
Chair, Staff Lounge 36"w x 36"d	2	$1,200	$2,400
Chair, Supervisor's Mid-back mid-quality	1	$450	$450
Chair, Task Low back mid-quality with casters 25"w x 25"d	25	$350	$8,750
Chair, Technology Workstation 21"w x 21"d	54	$400	$21,600
Chair, Visitor's	2	$500	$1,000
Chalkboard 4' x 6' with oak or aluminum frame & map rail	1	$300	$300
Change Machine (Bill & Coin) Wall-mounted, 12"w x 15"d x 22"h	1	$2,500	$2,500
Children's Craft Counter 4'w x 30"d - against wall	1	$1,000	$1,000
Cleaning Cart 38"w x 20"d x 38"h	1	$90	$90
Clock Wall-mounted	10	$150	$1,500
Coffee Maker/Urn	2	$150	$300
Commode Rest room	7	$0	$0
Computer Server, Mini (CPU) Floor-mounted - 24"w x 30"d x 30"h	1	$10,000	$10,000
Computer Stand	1	$300	$300
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	6	$1,200	$7,200
Computer, Public Desktop CPU, w/ monitor, keyboard & mouse	10	$1,200	$12,000
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	37	$2,500	$92,500

Item	Qty	Unit	Total
Computer, Staff Desktop	6	$1,600	$1,440
CPU, mouse & keyboard, w/15" flat plasma monitor			
Computer, Staff Desktop	9	$1,600	$14,400
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Computer, Staff Desktop	1	$2,500	$2,500
CPU, mouse & keyboard, w/15" flat plasma monitor			
Copier, B&W Freestanding	2	$4,500	$9,000
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h			
Credenza	1	$2,000	$2,000
60"w x 24"d x 30"h			
Credenza	1	$2,300	$2,300
72"w x 24"d x 30"h			
Cushion, Floor	30	$75	$2,250
16"w x 16"d			
Cutting Board, Kitchen	1	$20	$20
22"w x 18"d x 1"h			
Desk, Branch Manager's	1	$2,200	$2,200
66"w x 36"d			
Diaper Changing Counter	3	$0	$0
36"w x 18"d			
Dictionary Stand, Child's	1	$1,250	$1,250
24"w x 14"d x 35"h w/ 2 shelves			
Directory	1	$600	$600
Wall-mounted w/ changeable letters – 36" x 24"			
Dolly, Chair	7	$200	$1,400
2'w x 3'd w/ 10 - 20 chairs stacked			
Dolly, Table	4	$500	$2,000
3'w x 2'd w/ 4 tables per dolly			
Donor Recognition Wall	1	$15,000	$15,000
Drinking Fountain	1	$0	$0
18"w x 19"d x 24"h - Built-in			
DVD Player	2	$800	$1,600
17"w x 13"d x 5"h			
FAX Machine, Desktop	1	$800	$800
30"w x 17"d x 21"h			
File Cabinet, Lateral (Four Drawer)	4	$700	$2,800
36"w x 18"d x 52"h			
File Cabinet, Lateral (Three Drawer))	1	$650	$650
36"w x 18"d x 40"h			
File Cabinet, Lateral (Two Drawer)	2	$600	$1,200
36"w x 18"d x 28"h			
Fire Extinguisher, Halon	1	$50	$50
Hand-held, wall-hung unit			
First Aid Kit	2	$50	$100
10"w x 3"d x 10"h - Wall-mounted			

Flat File	1	$2,500	$2,500
54"w x 42"d x 36"h -10 drawers for posters, maps, paper			
Flip Chart With Stand	1	$250	$250
28"w x 24"d x 70"h			
Garbage Bin, Interior	2	$50	$100
Hand Dryer	4	$0	$0
12"w x 7"d x 10"h - wall-mounted			
Hand Truck	1	$150	$150
23"w x 18"d x 51"h			
Hot Water Urn	2	$150	$300
In & Out Board	1	$100	$100
Staff location			
Instructor's Station, Systems Furniture	1	$1,700	$1,700
48"w x 30"d (1 Person) - sit-down w/ power & data management			
Key Cabinet	1	$140	$140
12"w x 5"d x 16"h			
Label Maker	1	$90	$90
5"w x 8"d x 4"h			
Ladder, Extension	1	$300	$300
22"w x 55"–156"h - Wall-mounted			
Ladder, Step	1	$185	$185
Lamp, Table	3	$250	$750
Laser Pointer	1	$40	$40
Lectern (w/ Space For A Portable Computer)	1	$2,500	$2,500
31"w x 29"d w/ microphone, speaker, light & clock			
Locker	5	$0	$0
Unit 12"w x 12"d x 62"h (Three 20"h lockers)			
Mail Boxes, Staff	1	$850	$850
72"w x 16"d x 32"h – 24 slots per unit w/ counter			
Mat, Anti-fatigue	3	$125	$375
Microphone, Floor	1	$65	$65
Microphone, Lavaliere	1	$2,400	$2,400
Wireless			
Microphone, Table	1	$185	$185
Microwave Oven	2	$300	$600
30"w x 14"d x 16"h - countertop or under cabinet			
Mirror	1	$300	$300
Full length			
Mirror, With Shelf	4	$0	$0
Above counter			
Mop Bucket	2	$95	$190
20"w x 18"d - On casters w/ mop wringer			
Paper Cup Dispenser	1	$25	$25
3" diameter x 18"h - Wall-mounted			
Paper Cutter	1	$400	$400

Paper Towel Dispenser	8	$0	$0
Wall-mounted			
Planter, Square	2	$650	$1,300
24" square			
Preparation Counter	2	$1,500	$3,000
6'w x 30"d - against wall			
Presentation Center	1	$2,350	$2,350
48"w x 36"h w/ marker board, tack board, & flip chart			
Printer, Laser (B&W)	8	$600	$4,800
Printer, Receipt	2	$500	$1,000
Projection Screen, Motorized Ceiling	2	$1,050	$2,100
Front projection			
Projection Screen, Wall Mounted	1	$340	$340
Front projection			
Projector, Ceiling Mounted	2	$12,000	$24,000
17"w x 16"d x 7"h - AV & computer, LCD to DLP			
Projector, Data Portable	1	$4,000	$4,000
PC projection only			
Projector, Overhead	1	$440	$440
14"w x 5"d x 19"h			
Projector, Portable AV & Computer LCD/DLP	1	$3,500	$3,500
10"w x 14"d x 5"h - Multimedia (TV, VCR, DVD, Video, VGA-XGA Etc.) Projection			
Projector, Slide	1	$1,200	$1,200
Wireless remote			
Queuing Space (Per Person)	14	$0	$0
Rack, Computer / Communications Equipment	1	$1,500	$1,500
36"w x 24"d x 60"h			
Rack, Information	2	$250	$500
30"w x 18"d x 25"h - countertop			
Rack, Literature Display Handout	2	$150	$300
Wall-mounted			
Recycling Bin	7	$75	$525
Refrigerator	2	$1,200	$2,400
Full-sized - 32"w x 36"d x 68"h w/ freezer			
Refrigerator, Compact	1	$425	$425
20"w x 21"d x 33"h - under counter			
Router	1	$3,500	$3,500
Rack-mounted - 8"w x 20"d x 24"h			
Safe, Wall	1	$500	$500
17"w x 16"d x 13"h			
Security System Book & Media Resensitizer	2	$1,200	$2,400
Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC			
Security System Book Desensitizer	2	$275	$550
Desktop non-electric unit 10"w x 5"d x 1.5"h			

Security System Book Resensitizer	1	$250	$250
Hand-held non-electric unit 5.5"w x 3"d x 3.5"h			
Security System Desensitizer/Resensitizer	2	$3,200	$6,400
Counter unit w/audible signal 20"w x 18"d x 7.5"h AC			
Security System Gates, Inventory Control	1	$14,000	$14,000
Three gates (two corridors) 83"w x 26"d x 70"h			
Security System Media Desensitizer	2	$325	$650
Desktop non-electric unit 10"w x 4.25"d x 2.25"h			
Security System Media Resensitizer	1	$360	$360
Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h			
Self Check-Out Counter	2	$875	$1,750
4'w x 30"d - against wall			
Self Check-Out Machine	2	$28,000	$56,000
25"w x 29"d x 27"h - counter top unit			
Server, Floor Mount	1	$6,000	$6,000
8" or 24"w x 20"d x 24"h			
Shelving, DF 58"h Bookstore Display	6	$750	$4,500
36" Aisles - 3'w x 36"d w/10 angled shelves, wood			
Shelving, Industrial	7	$200	$1,400
SF 36"w x 24"d x 84"h steel w/ 6 shelves			
Shelving, SF 66"h Steel W/ 5 Shelves	3	$265	$795
3'w x 12"d unit			
Shelving, SF 84"h Steel W/ 6 Shelves	5	$315	$1,575
3'w x 12"d unit			
Shelving, SF 90"h Steel W/ 7 Shelves	23	$355	$8,165
3'w x 12"d unit			
Sign, Announcement	1	$155	$155
Free standing			
Sink	5	$0	$0
36"w x 24"d - In counter			
Sink And Counter	4	$0	$0
Rest room			
Sink, Mop	2	$0	$0
Soap Dispenser	7	$0	$0
5"w x 4"d x 10"h - Wall-mounted			
Sofa (2 Seat)	1	$1,100	$1,100
56"w x 32"d			
Stall	5	$0	$0
Rest room			
Stool	2	$450	$900
Stool, Kick-Step	13	$60	$780
Storage Cabinet	2	$500	$1,000
36"w x 18"d x 65"h			
Storage Cabinet, Hazardous Materials	1	$450	$450
43"w x 18"d x 44"h - heavy duty 18 gauge welded steel (NFPA/OSHA)			

Switch	2	$5,000	$10,000
Table, Accessible - Adjustable Height (Manual)	1	$800	$800
36"w x 30"d x 22" – 50"h (1 Person) single surface			
Table, Accessible - Adjustable Height (Manual)	1	$1,300	$1,300
48"w x 30"d x 22" – 50"h (1 Person) dual surface			
Table, Café	1	$350	$350
Staff (4) - 30" diameter			
Table, Café	2	$400	$800
36" diameter (4 Person)			
Table, Children's	4	$1,200	$4,800
72"w x 36"d x 21-26"h (6 Person)			
Table, Coffee	1	$400	$400
30"w x 30"d x 17"h			
Table, Conference	1	$1,400	$1,400
Staff (4) - 42" diameter x 29"h			
Table, Conference	1	$2,500	$2,500
96"w x 42"d x 29"h (6 to 8 Person)			
Table, Drum	2	$475	$950
24"diameter x 15" - 24"h			
Table, End	8	$600	$4,800
30"w x 30"d x 20"h			
Table, Group Study	1	$950	$950
60"w x 36"d x 29"h (4 Person)			
Table, Group Study	1	$1,500	$1,500
72"w x 48"d x 29"h (6 Person)			
Table, Juvenile	2	$1,100	$2,200
66"w x 36"d x 27"h (4 Person)			
Table, Meeting Room	10	$450	$4,500
60"w x 24"d x 29"h - folding			
Table, Meeting Room	5	$550	$2,750
72"w x 36"d x 29"h - folding			
Table, Reader's	7	$1,200	$8,400
48" diameter x 29"h (4 Person)			
Table, Reader's	3	$1,100	$3,300
66"w x 36"d x 29"h (4 Person)			
Technology Carrel	6	$1,700	$10,200
36"w x 30"d (1 Person) stand-up w/ power & data management			
Technology Carrel	22	$1,900	$41,800
41"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel, Adjustable (Manual) Height	5	$2,500	$12,500
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			
Technology Training Table, Computer Lab	10	$550	$5,500
72"w x 30"d (2 Person) sit-down			
Telecommunications Backboard	1	$400	$400
8'w x 8'h wall-mounted fire-rated plywood			
Telephone Central Station	1	$600	$600

Telephone Handset	13	$300	$3,900
TV Monitor, 20"	1	$350	$350
21"w x 20"d x 19"h			
TV Monitor, 55" Projection HDTV Screen	1	$5,000	$5,000
43"w x 24"d x 51"h			
TV/VCR Player	1	$300	$300
Combination unit - 15"w x 15"d x 16"h			
Typewriter Stand	1	$300	$300
Typewriter, Electric	1	$320	$320
22"w x 18"d x 8"h			
Uninterruptible Power Supply (UPS), Multiple Devices	1	$500	$500
Floor mount - 12"w x 24"d x 72"h			
Urinal	1	$0	$0
Vacuum Cleaner, Dry Upright	1	$430	$430
15"w x 12"d x 42"h			
Vendor Card Encoder/Dispenser	1	$0	$0
Wall-mount			
Video Cassette Player/Recorder	1	$230	$230
16"w x 11"d x 4"h			
Video Conferencing System	1	$19,000	$19,000
Mobile monitor, & camera w/ controls			
Waste Basket	38	$20	$760
13"w x 15"d x 15"h			
White Board	1	$300	$300
2' x 3' – erasable marker board			
White Board	1	$400	$400
3' x 4' – erasable marker board			
White Board	3	$500	$1,500
3' x 6' – erasable marker board			
White Board	2	$1,000	$2,000
4' x 10' – erasable marker board			
Workstation, Bookstore Service Counter	1	$2,400	$2,400
4'w x 30"d w/ 5' behind desk & 3.5' in front			
Workstation, Café Service Counter	1	$2,400	$2,400
4'w x 30"d w/ 5' behind desk & 3.5' in front			
Workstation, Children's Counter	1	$1,500	$1,500
6'w x 30"d - against wall			
Workstation, Children's Office System	1	$5,500	$5,500
8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals			
Workstation, Circulation Check-In Counter	1	$2,000	$2,000
8'w x 30"d - against wall			
Workstation, Circulation Check-Out Desk	3	$4,800	$14,400
6'w x 30"d w/ 7' behind desk & 3.5' in front			

Workstation, Clerical Counter	1	$1,500	$1,500
6'w x 30"d - against wall			
Workstation, Clerical Office System	4	$4,500	$18,000
5' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			
Workstation, Food Preparation Counter	2	$1,000	$2,000
4'w x 30"d - against wall			
Workstation, Food Preparation Counter	1	$1,500	$1,500
6'w x 30"d - against wall			
Workstation, Librarian's Office System	3	$5,500	$16,500
8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals			
Workstation, Mail Check-In & Sorting Counter	1	$2,000	$2,000
8'w x 30"d - against wall			
Workstation, Mending Counter	1	$1,000	$1,000
4'w x 30"d - against wall			
Workstation, Reference Desk	3	$4,800	$14,400
6'w x 30"d w/ 7' behind desk & 3.5' in front			
Workstation, Sorting Counter	1	$2,000	$2,000
8'w x 30"d - against wall			
Workstation, Volunteer's Office System	3	$3,500	$10,500
5' x 6' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			

	Inventory Sub-Total:		$854,720

Shelving Units:

36" Aisle DF 58"H Bookstore Display Shelving	2	$750	$1,500
3'W x 36"D w/10 angled shelves			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	18	$450	$8,100
3'W x 24"D unit w/end panels & canopy top			
36" Aisle DF 66"H Steel Shelving W/ 8 Shelves	33	$420	$13,860
3'W x 24"D unit w/end panels & canopy top			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	11	$560	$6,160
3'W x 24"D unit w/end panels			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	71	$590	$41,890
3'W x 24"D unit w/end panels			
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelves	4	$350	$1,400
3'W x 12"D unit w/ flip up sloping shelf & shelf underneath			
36" Aisle SF 45"H Steel Shelving W/ 2 Shelves	2	$210	$420
3'W x 12"D unit w/end panels & canopy top			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	4	$225	$900

3'W x 12"D unit w/end panels & canopy top			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	20	$265	$5,300
3'W x 12"D unit w/end panels & canopy top			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	2	$355	$710
3'W x 12"D unit w/end panels			
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves	14	$385	$5,390
3'W x 24"D unit w/end panels & canopy top			
42" Aisle DF 58"H Bookstore Display Shelving	3	$750	$2,250
3'W x 36"D w/10 angled shelves			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	4	$450	$1,800
3'W x 24"D unit w/end panels & canopy top			
44" Aisle DF 66"H Magazine Display Shelving W/6 Shelves	7	$575	$4,025
3'W x 24"D unit w/ flip up sloping shelf & shelf underneath			
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	1	$450	$450
3'W x 12"D unit w/ flip up sloping shelf & shelf underneath			
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve	2	$450	$900
3'W x 12"D unit w/ fixed sloping shelf			
Audio CD SF 66" Shelving W/ 4 Sliding Browser Boxes	7	$780	$5,460
3'W x 12"D unit - 96 audio CD's / box			
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes	5	$780	$3,900
3'W x 12"D unit - 96 DVD / box			
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves	5	$500	$2,500
3'W x 24"D unit - 28 video cassettes/shelf			

Shelving Sub-Total: <u>$106,915</u>

Total Costs: <u>$961,635</u>